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ABSTRACT

This booklet includes the latest list of unit standards and qualifications registered on the New Zealand National Qualifications Framework to April 1994. Unit standards registered on the framework can be offered by private and government training establishments, polytechnics, colleges of education, and schools. This list of registered unit standards is arranged in the following order: field (general area of education; for example, business and financial services); subfield; domain and title; unit standard number; and level and credit rating. The framework has eight levels to which all unit standards and qualifications are assigned. Each unit standard is worth a certain number of credits depending on its size and the skills and knowledge required. The first section of the booklet lists the qualifications registered on the National Qualifications Framework for the following programs: National certificates in dairy manufacturing, journalism, automotive engineering, entry to automotive trades, service station sales, and vehicle sales; and national diploma in journalism. The main section of the booklet contains unit standards for the following fields: agriculture, forestry, and fisheries; arts and crafts; business and financial services; community and social services; computing; core generic; engineering and technology; health; humanities; law and security; manufacturing; planning and construction; sciences; and service sector. A final section lists standard-setters by name and address; indexes unit standards by number, by domain, and by advisory group; and includes a unit standards order form. (KC)

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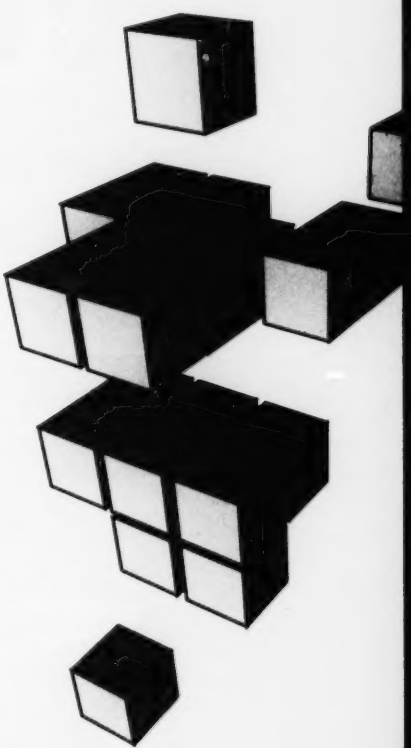
ED 371 176

UNIT STANDARDS CATALOGUE

Unit Standards and Qualifications Registered on the National Qualifications Framework

To March 1994



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Mana Tohu Matauranga o Aotearoa

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The aim of the New Zealand Qualifications Authority is to co-ordinate an accessible and flexible qualifications system which meets New Zealand's needs and internationally recognised standards.

The Authority's main functions are to:

- co-ordinate all qualifications in post-compulsory education and training (from upper secondary to degree level) so they have a purpose and relationship to one another that the public and students can understand;
- oversee the setting of and regularly review standards as they relate to qualifications;
- ensure New Zealand qualifications are recognised overseas and overseas qualifications are recognised in New Zealand;
- administer national examinations, both secondary and tertiary.

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INTRODUCTION

This booklet includes the latest list of unit standards and qualifications registered on the National Qualifications Framework to April 1994. This list is intended to be cumulative with updates printed regularly.

Unit standards registered on the Framework can be offered by private and government training establishments, polytechnics, colleges of education, wananga and schools. Providers must be registered (where required) and accredited by the Qualifications Authority to deliver courses assessed against unit standards. This is to ensure that provision meets defined national standards.

There will also be provision for assessment in the workplace.

This list of registered unit standards is arranged in the following order:

FIELD: A field is the largest grouping, covering a general area of education and training. For example, **Business and Financial Services.**

SUB-FIELD: A sub-field covers a smaller, more specific area of education and training at qualification level. For example, **Office Systems.**

There may be several sub-fields under each field. For example, the field Business and Financial Services has the sub-fields: **Accounting, Business Administration, Information Management, Office Systems** and **Public Relations.**

DOMAIN AND TITLE: A domain covers a smaller area at unit standard level and is printed in capitals before each unit standard title, eg: **TEXT PROCESSING** *(domain)*: **Use keyboarding skills to enter text** *(unit standard title).*

UNIT STANDARD NUMBER: The unit standard number is listed at the top right hand corner. This number is unique to the unit standard and must be used when filling in the order form at the back of this catalogue.

LEVEL AND CREDIT: The level and credit rating are stated on each unit standard. Within each domain, unit standards are listed by their level and within levels, alphabetically by title.

As the diagram shows, the Framework has eight levels. All unit standards and qualifications will be assigned to one of these levels. National Certificate can be offered at levels one to four and National Diploma at levels five to seven. Initial degrees will be placed at level seven and higher degrees, advanced certificates and diplomas at level eight.

Each unit standard is worth a certain number of credits depending on its size and the skills and knowledge required. In a full year of study a typical student could aim to achieve 120 credits.

Please note:

• Each unit standard will be revised in a year's time and any comments on the unit standards are welcome. The closing date and address for comment and the expiry date of each unit standard is printed on the standard.

• Unit standards which are now available may include reference to other unit standards which have not yet been registered.

• Moderation Action Plans are available for most of the unit standards. The Plan outlines what the form of moderation will be, and who is responsible for its implementation. Plans will be sent automatically with orders for these unit standards and the new unit standards in this Catalogue designated by ***.

• Unit standards with a # were registered without moderation action plans. Most of these unit standards include a brief outline of the option that the standard-setting body is developing. The remaining unit standards will have the phrase "to be advised". This means that the standard-setting body is still determining the form of moderation. The moderation option for these unit standards will be inserted when the action plan becomes available.

• Future catalogues will include information about new moderation action plans as they become available.

• Information about standard-setting bodies has been included in this catalogue. The name of the body is listed below each unit standard. The list of bodies with contact details is on page 164.

• The booklet **Guidelines and Criteria for Accreditation to offer National Certificates and National Diplomas** is a guide for training providers who wish to be accredited to offer unit standards and qualifications registered on the National Qualifications Framework.

RECLASSIFICATION OF EARLY UNIT STANDARDS

Since the first unit standards were published much work has been done to refine the National Qualifications Framework's quality management systems. In particular, the rules governing the index of Unit Standards and National Qualifications have been codified and standardised. Some of the earlier unit standards have been reclassified and this *Unit Standards Catalogue* lists these unit standards under their new classification.

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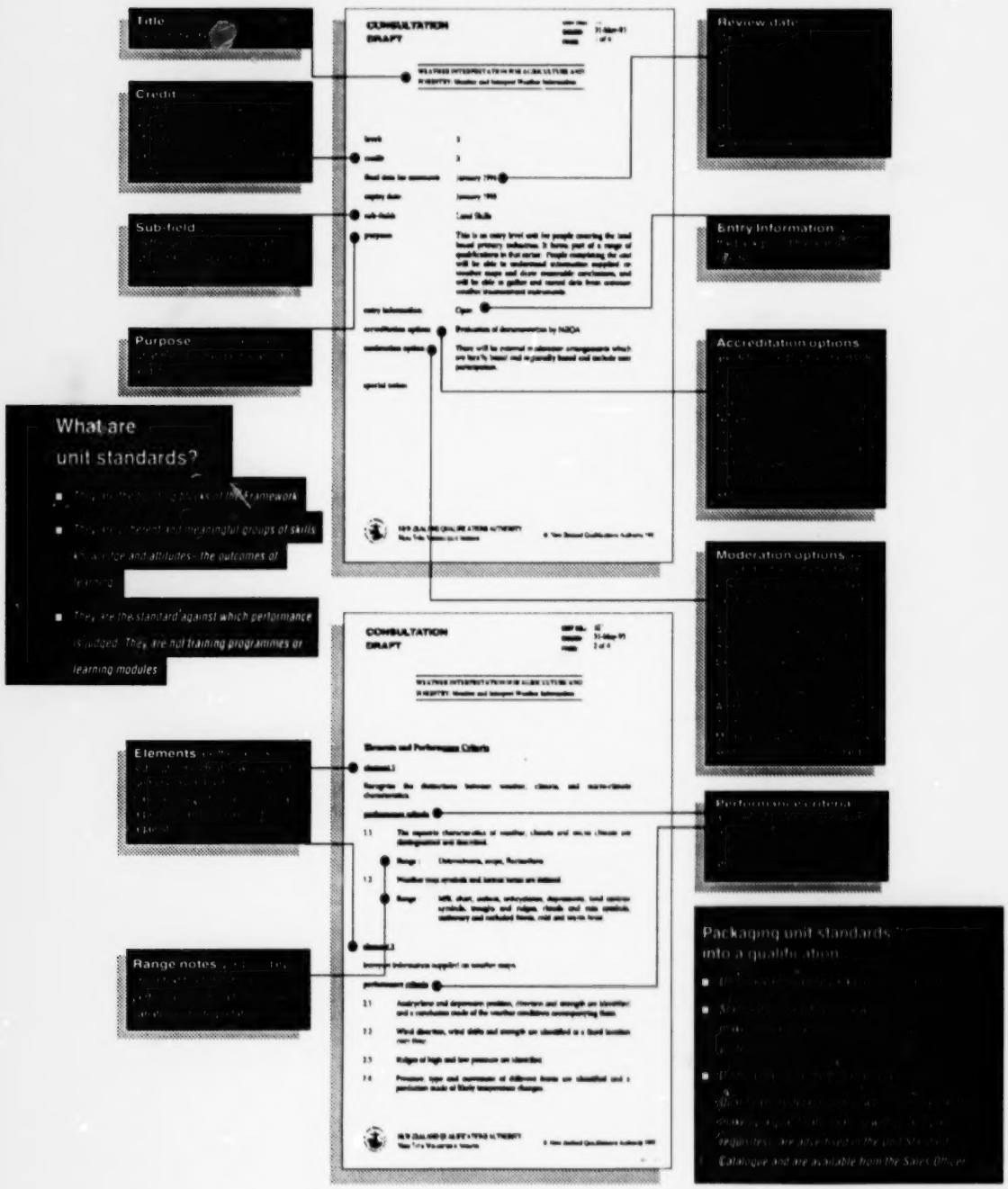
What is a Unit Standard?

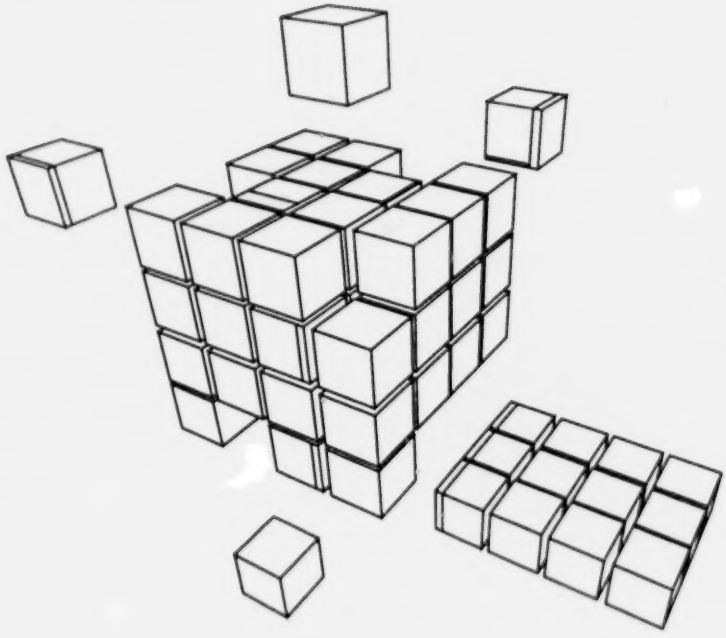
The following are the first two pages of a consultation draft unit standard, which has been copied for illustrative purposes. It is a career-related standard from the sub-field: Land skills.



QUALIFICATIONS

Registered on the National Qualifications Framework

To April 1994



Please note:

National standards bodies determine which unit standards make up qualifications for their industry or profession. Framework qualification details are available from the Qualifications Authority. These details are free on request and list the unit standards, possible options, pre-requisite requirements, and qualifications regulations. If requiring Framework qualification details please contact the sales officer, stating the qualification title and level.

National Certificate in Dairy Manufacturing

level	3
credit total	88
level 1 credits	4
level 2 credits	23
level 3 credits	61
field	Manufacturing
domains	Dairy

The aim of this qualification is to provide recognition for the attainment of a base level competence across the range of skills involved in dairy manufacturing.

This general dairy industry certificate is intended to be supplemented by higher level qualifications (ie level 4 National Certificate and a Diploma in Dairy Manufacturing).

National Certificate in Journalism with options in Print, Radio or Television

level	4
credit total	66-69
level 1 credits	6
level 2 credits	1
level 3 credits	16-19
level 4 credits	40-46
field	Community and Social Services
domains	Journalism Print Journalism Radio Journalism Television Journalism Text Processing (Sub-field: Office Systems; field: Business and financial Services)

This certificate ensures that journalism graduates are trained in the basic generic and print, radio or television specific skills which the industry requires on day one.

This is a core national course which provides a foundation on which to develop on-going journalism training.

National Diploma in Journalism

level	6
credit total	120 minimum
level 6 credits available	245
field	Community and Social Services
domains	Journalism Print Journalism Radio Journalism Television Journalism

The diploma will enable journalists to develop professionally in the skill areas which best fit their personal needs and career choices.

National Certificate in Motor Industry (Automotive Engineering)

level	4
credit total	147 (minimum), 149 (maximum)
level 2 credits	9
level 3 credits	60 plus 2-6 from options
level 4 credits	72 plus 0-4 from options
field	Engineering and Technology
domains	Automotive Administration Automotive Air Conditioning Automotive Electrical and Electronics Automotive Fuel Systems and Exhaust Automotive Preventative Maintenance Automotive Transmission Systems Automotive Workshop Engineering Engine Repairs Vehicle Bodywork Vehicle Braking Systems Vehicle Steering and Suspension

The certificate is designed as a national qualification for those persons working in the automotive engineering branch of the motor industry. This qualification will be a means of recognising skills and knowledge that apprentices and tradespersons have achieved. The qualification follows on from the National Certificate in Motor Industry (Entry to Automotive Trades). Many of the listed unit standards have

pre-requisites which are those in the National Certificate in Motor Industry (Entry to Automotive Trades). Therefore it is recommended that this certificate be obtained initially. Also required is competency in workplace calculations as detailed in Unit Standard 64, *Perform calculations in the workplace*, which is a pre-requisite for Unit Standard 934, *Cost a job for an automotive repair or service*. Although most of the training will be carried out on the job through the use of training manuals and record books, courses and classes at accredited training providers will offer additional training and assessment. Noted also is the option of selecting two out of three unit standards, which gives trainees and employers a chance to acquire skills appropriate to their own particular requirements.

National Certificate in Motor Industry (Entry to Automotive Trades)

level	2
credit total	83
level 1 credits	8
level 2 credits	75
field	Engineering and Technology
domains	Automotive Administration
	Automotive Electrical and Electronics
	Automotive Fuel systems and Exhaust
	Automotive Preventative Maintenance
	Automotive Transmission Systems
	Automotive Workshop Engineering
	Engine Repairs
	Engine Tuning
	Tyres
	Vehicle Braking Systems
	Service Sector Skills

The certificate is designed as a pre-employment qualification for those seeking employment in a variety of occupations in the motor industry. It demands a level of performance of new recruits to the industry so that they can be immediately productive. The certificate is a pre-requisite for employment as an apprentice.

National Certificate in Motor Industry (Service Station Sales)

level	2
credit total	51 mandatory, 4 optional
level 1 credits	10
level 2 credits	17 mandatory, 4 optional
level 3 credits	20
level 4 credits	4
field	Engineering and Technology
domains	Automotive Administration
	Automotive Electrical and Electronics
	Automotive Preventative Maintenance
	Automotive Sales
	Automotive Workshop Engineering
	Service Sector Skills

The certificate is designed as an initial qualification for trainee salespersons working in the service station industry. It recognises competence and provides a means of promotion through to shift supervisor and service station management positions. It is expected that the majority of training will occur on the job.

National Certificate in Motor Industry (Vehicle Sales)

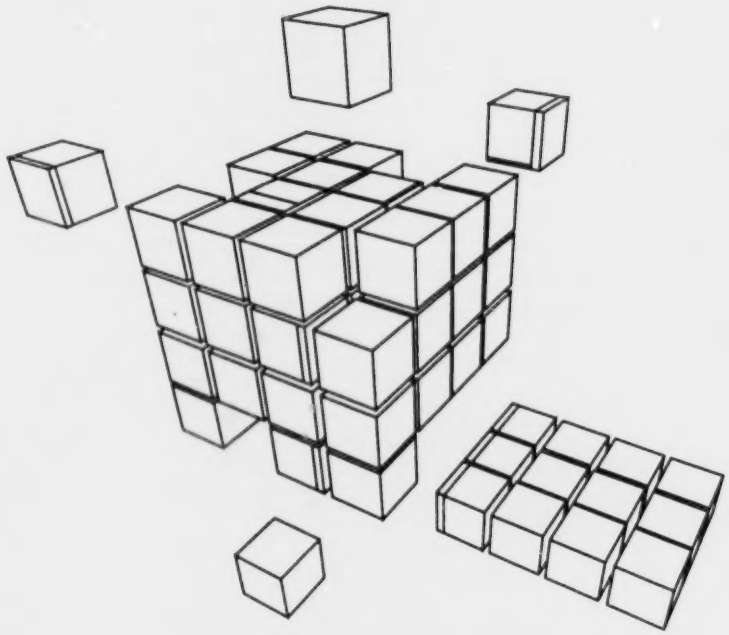
level	3
credit total	66
level 1 credits	8
level 2 credits	17
level 3 credits	12
level 4 credits	24
level 5 credits	5
field	Engineering and Technology
domains	Automotive Administration
	Automotive Preventative Maintenance
	Automotive Sales
	Automotive Workshop Engineering
	Engine Repairs
	Service Sector Skills

The certificate is designed as a pre-employment qualification for those wishing to become motor vehicle salespersons, and as an initial qualification for those already employed as trainee salespersons. Completion of the certificate will meet one of the main requirements for registration as a motor vehicle salesperson under the Motor Vehicle Dealers Act 1975.

UNIT STANDARDS

Registered on the
National Qualifications Framework

To April 1994



AGRICULTURE, FORESTRY AND FISHERIES

Agriculture

Unit Standard 869 * # Level 4 Credit 6**

ARABLE FARMING: Demonstrate knowledge of arable farm production

This theory unit is for people furthering their vocational skills training in arable farming and forms part of an arable farming qualification. At the completion of the unit the person will know the resources and husbandry practices required to produce arable crops, and the integration of stock with arable farm production.

Advisory Group : Farming

Unit Standard 868 * # Level 4 Credit 2**

ARABLE FARMING: Dispose of crop residues

This unit is for people furthering their vocational skills training in arable farming and forms part of an arable farming qualification. At the completion of the unit the person will be able to select and use a variety of methods to dispose of and use crop residues.

Advisory Group : Farming

Unit Standard 867 * # Level 4 Credit 4**

ARABLE FARMING: Harvest cash crops

This unit is for people furthering their vocational skills training in arable farming and forms part of an arable farming qualification. At the completion of the unit the person will be able to determine when to harvest a crop, and will be able to use common equipment and methods to harvest crops.

Advisory Group : Farming

Unit Standard 866 * # Level 4 Credit 4**

ARABLE FARMING: Maintain crop health

This unit is for people furthering their vocational skills training in arable farming and forms part of an arable farming qualification. At the completion of the unit the person will be able to monitor crop condition, report on crop condition to a supervisor and respond appropriately to the presence of crop pests, diseases and disorders.

Advisory Group : Farming

Unit Standard 870 * # Level 4 Credit 4**

ARABLE FARMING: Process and store a cash crop - grain

This unit is for people furthering their vocational skills training in arable farming and forms part of an arable farming qualification. At the completion of the unit the person will know the factors which influence crop storage and will be able to process and store the crop.

Advisory Group : Farming

Unit Standard 1514 * # Level 4 Credit 4**

ARABLE FARMING: Process and store a cash crop - potato

This unit is for people furthering their vocational skills training in arable farming and forms part of an arable farming qualification. At the completion of the unit the person will know the factors which influence crop storage and will be able to process and store the crop.

Advisory Group : Farming

Unit Standard 1513 * # Level 4 Credit 4**

ARABLE FARMING: Process and store a cash crop - seed

This unit is for people furthering their vocational skills training in arable farming and forms part of an arable farming qualification. At the completion of the unit the person will know the factors which influence crop storage and will be able to process and store the crop.

Advisory Group : Farming

Unit Standard 563 Level 2 Credit 4

CATTLE FARMING: Assist with milking

This is a unit for people entering the farming industry and forms part of a farming qualification. At the completion of the unit the person will be able to carry out a range of tasks required when assisting with milking a herd of dairy cows. Competency in this unit is a pre-requisite for further units on milking at level 3.

Advisory Group : Farming

Unit Standard 875 * # Level 2 Credit 3**

CATTLE FARMING: Demonstrate knowledge of livestock reproduction and livestock attributes - cattle

This is a theory unit for people entering the farming industry and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the reproductive organs and reproductive process of cattle, and demonstrate knowledge of the attributes, methods of identification, and record-keeping for the species. Competency in this unit is a prerequisite for Unit 871, Demonstrate knowledge of livestock breeding - cattle; Unit 873, Demonstrate knowledge of livestock mating - cattle.

Advisory Group : Farming

Unit Standard 566 Level 3 Credit 5

CATTLE FARMING: Assist with calving

This unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to monitor cows at calving, calve cows and respond to calving problems under general supervision. Competency in this unit is a pre-requisite of Unit 591, Organise mating and calving of a beef herd and Unit 592, Organise mating and calving of a dairy herd.

Advisory Group : Farming

Unit Standard 579 Level 3 Credit 3

CATTLE FARMING: Carry out milking routines

This unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to carry out all routine farm dairy operations acting independently under general supervision. Competency in this unit is a pre-requisite for Unit 593, Supervise milking a dairy herd.

Advisory Group : Farming

Unit Standard 871 * # Level 3 Credit 3**

CATTLE FARMING: Demonstrate knowledge of livestock breeding - cattle

This is a theory unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the genetic principles which underpin breeding, and demonstrate knowledge of livestock record-keeping, culling and wastage as it relates to breeding practice. Competency in this unit is a prerequisite for Unit 872, Demonstrate knowledge of livestock breeding methods and programmes - cattle.

Advisory Group : Farming

Unit Standard 873 * # Level 3 Credit 3**

CATTLE FARMING: Demonstrate knowledge of livestock mating - cattle

This is a theory unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the stages and cycles of reproduction, the factors involved in achieving optimum submission and conception rates, and identifying livestock in oestrus. Competency in this unit is a prerequisite for Unit 874, Demonstrate knowledge of livestock mating management - cattle.

Advisory Group : Farming

Unit Standard 570 Level 3 Credit 4

CATTLE FARMING: Demonstrate knowledge of milk production

This is a theory based unit for people undertaking vocational skills training in dairy farming and forms part of a dairy farming qualification. At the completion of the unit the person will be able to recognise the factors which influence milk production, the types of farm dairy and equipment used, and the hazards encountered in milking a dairy herd. Competence in this unit is a prerequisite for Unit 579, Carry out milking routines.

Advisory Group : Farming

Unit Standard 565 Level 3 Credit 5

CATTLE FARMING: Rear calves

This unit is for people undertaking vocational skills training in farming and it forms part of a farming qualification. At the completion of the unit the person will be able to carry out the tasks and treatments required when rearing and weaning calves.

Advisory Group : Farming

Unit Standard 872 * # Level 4 Credit 2**

CATTLE FARMING: Demonstrate knowledge of livestock breeding methods and programmes - cattle

This is a theory unit is for people furthering their vocational skills training in livestock farming and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the breeding methods used by a livestock production unit, and breeding programmes available.

Advisory Group : Farming

Unit Standard 874 * # Level 4 Credit 3**

CATTLE FARMING: Demonstrate knowledge of livestock mating management - cattle

This is a theory unit for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of management practices before, during and after mating, including the management of breeding males.

Advisory Group : Farming

Unit Standard 583 Level 4 Credit 6

CATTLE FARMING: Maintain the health of cattle

This unit is for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to maintain the health of cattle by recognising and responding in cases of ill-health, and by planning and carrying out health promotion programmes.

Advisory Group : Farming

Unit Standard 591 Level 4 Credit 3

CATTLE FARMING: Organise mating and calving of a beef herd

This unit is for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to organise mating and calving of a beef herd using a planned mating and calving programme.

Advisory Group : Farming

Unit Standard 592 Level 4 Credit 5

CATTLE FARMING: Organise mating and calving of a dairy herd

This unit is for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to organise mating and calving of a dairy herd as directed by a planned mating and calving programme.

Advisory Group : Farming

Unit Standard 596 **Level 4** **Credit 4**

CATTLE FARMING: Plan and co-ordinate the feeding of cattle

This unit is for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to assess the feed requirements of cattle, feed availability and options, and will be able to co-ordinate the feeding of a herd to achieve targeted production rates.

Advisory Group : Farming

Unit Standard 593 **Level 4** **Credit 5**

CATTLE FARMING: Supervise milking a dairy herd

This unit is for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to milk and dry-off a dairy herd without supervision and understand and apply quality milk production practices.

Advisory Group : Farming

Unit Standard 562 **Level 2** **Credit 10**

FARMING SKILLS: Handle, move and treat livestock

This is a unit for people entering the farming industry and forms part of a farming qualification. People completing the unit will recognise the factors influencing animal behaviour and handling, will be able to handle and move livestock in paddocks and yards, and drench and inject livestock as directed by their supervisor. Competence in this unit is pre-requisite for further livestock handling units at level 3.

Advisory Group : Farming

Unit Standard 576 **Level 3** **Credit 3**

FARMING SKILLS: Demonstrate knowledge of a specific farming industry

This is a theory based unit for people undertaking vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will know the historical, structural and commercial factors shaping a specific farming industry chosen from sheep, beef, dairy, deer, pig or goat industries.

Advisory Group : Farming

Unit Standard 568 **Level 3** **Credit 5**

FARMING SKILLS: Demonstrate knowledge of livestock feeding

This is a theory based unit for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will know the changes that occur in feed supply and demand and what options producers have in maintaining feed supply for livestock. Competency in this unit is a prerequisite for Unit 589, Plan and co-ordinate the feeding of sheep; Unit 596, Plan and co-ordinate the feeding of cattle; Unit 587, Identify a feed surplus and supervise its conservation.

Advisory Group : Farming

Unit Standard 569 **Level 3** **Credit 3**

FARMING SKILLS: Demonstrate knowledge of livestock health

This is a theory based unit for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will know the basic principles of promoting livestock health and will be able to recognise significant livestock health disorders. Competency in this unit is a prerequisite for units on maintaining livestock health at level 4.

Advisory Group : Farming

Unit Standard 582 **Level 3** **Credit 3**

FARMING SKILLS: Handle livestock when droving and drafting and when livestock are distressed

This unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to drove and draft livestock, and will be able to handle distressed livestock.

Advisory Group : Farming

Unit Standard 580 **Level 3** **Credit 3**

FARMING SKILLS: Operate a farm irrigation system

This unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will know how and why farms are irrigated, and will be able to operate and maintain a farm irrigation system.

Advisory Group : Farming

Unit Standard 574 **Level 3** **Credit 2**

FARMING SKILLS: Prepare and harvest hay/silage

This unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to prepare a paddock for hay and/or silage and use tractor mounted equipment to harvest hay and/or silage as directed by a supervisor. Competency in this unit is a pre-requisite for Unit XXX, Supervise feed conservation.

Advisory Group : Farming

Unit Standard 575 **Level 3** **Credit 4**

FARMING SKILLS: Use and care for farm horses

This unit is for people undertaking vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to use a horse for farm work (farm hack), and care for a farm hack and gear.

Advisory Group : Farming

Unit Standard 597 **Level 3** **Credit 3**

FARMING SKILLS: Use farm dogs

This unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to use farm dogs in handling livestock and maintain the health of working dogs.

Advisory Group : Farming

Unit Standard 584 **Level 4** **Credit 3**

FARMING SKILLS: Demonstrate knowledge of livestock effluent management

This is a theory based unit for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will know what options exist for the management of livestock effluent, what the characteristics of each option are, and how to operate an effluent management system.

Advisory Group : Farming

Unit Standard 585 **Level 4** **Credit 3**

FARMING SKILLS: Demonstrate knowledge of meat production

This unit is for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will know the techniques used in producing quality meat.

Advisory Group : Farming

Unit Standard 588 **Level 4** **Credit 3**

FARMING SKILLS: Demonstrate knowledge of the sale and purchase of livestock

This is a theory based unit for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will know the various methods of sale and purchase of livestock and the requirements, merits and risks of each method.

Advisory Group : Farming

Unit Standard 587 **Level 4** **Credit 3**

FARMING SKILLS: Identify a feed surplus and supervise its conservation

This unit is for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to assess factors influencing feed surplus conservation, initiate and supervise the activities of conserving a feed surplus.

Advisory Group : Farming

Unit Standard 586 **Level 4** **Credit 5**

FARMING SKILLS: Rear and train working dogs and work a team of dogs

This unit is for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to rear and train working dogs and use a team of dogs to control livestock.

Advisory Group : Farming

Unit Standard 561 **Level 2** **Credit 2**

FENCING: Identify and install electric fence components and erect temporary electric fences

This unit is for entry level learners to the farming and/or fencing industries. It forms part of farming and fencing qualifications. Learners completing the unit will be able to identify and install electric fence components at a basic level and erect temporary electric (strip-grazing) fences where instructed. Competence in this unit is a pre-requisite of further electric fencing units at level 3.

Advisory Group : Farming

Unit Standard 573 **Level 3** **Credit 6**

FENCING: Construct electric fences and rectify faults

This unit is for people undertaking vocational skills training in the farming and/or fencing industries. It forms a part of farming and fencing qualifications. At the completion of the unit the person will be able to construct and energise an electric fence and rectify faults on an electric fence.

Advisory Group : Farming

Unit Standard 572 **Level 3** **Credit 3**

FENCING: Demonstrate knowledge of fencing and electric fence energisers and install earthing systems

This unit is for people undertaking vocational skills training in the farming and/or fencing industries. It forms a part of farming and fencing qualifications. At the completion of the unit the person will know the containment properties of fences and the function and performance of electric fence energisers, and will be able to install electric fence earthing systems and lightning diverters. Competency in this unit is a prerequisite of Unit 573, Construct electric fences and rectify faults.

Advisory Group : Farming

Unit Standard 1532 * # Level 2** **Credit 3**

LIVESTOCK FARMING: Demonstrate knowledge of livestock reproduction and livestock attributes - deer

This is a theory unit for people entering the farming industry and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the reproductive organs and reproductive process of cattle, and demonstrate knowledge of the attributes, methods of identification, and record-keeping for the species. Competency in this unit is a prerequisite for Unit 1517, Demonstrate knowledge of livestock breeding - deer; Unit 1526, Demonstrate knowledge of livestock mating - deer.

Advisory Group : Farming

Unit Standard 1534 * # Level 2** **Credit 3**

LIVESTOCK FARMING: Demonstrate knowledge of livestock reproduction and livestock attributes - goats

This is a theory unit for people entering the farming industry and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the reproductive organs and reproductive process of cattle, and demonstrate knowledge of the attributes, methods of identification, and record-keeping for the species. Competency in this unit is a prerequisite for Unit 1518, Demonstrate knowledge of livestock breeding - goats; Unit 1525, Demonstrate knowledge of livestock mating - goats.

Advisory Group : Farming

Unit Standard 1533 * # Level 2** **Credit 3**

LIVESTOCK FARMING: Demonstrate knowledge of livestock reproduction and livestock attributes - pigs

This is a theory unit for people entering the farming industry and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the reproductive organs and reproductive process of cattle, and demonstrate knowledge of the attributes, methods of identification, and record-keeping for the species. Competency in this unit is a prerequisite for Unit 1516, Demonstrate knowledge of livestock breeding - pigs; Unit 1524, Demonstrate knowledge of livestock mating - pigs.

Advisory Group : Farming

Unit Standard 1517 * # Level 3** **Credit 3**

LIVESTOCK FARMING: Demonstrate knowledge of livestock breeding - deer

This is a theory unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the genetic principles which underpin breeding, and demonstrate knowledge of livestock record-keeping, culling and wastage as it relates to breeding practice. Competency in this unit is a prerequisite for Unit 1521, Demonstrate knowledge of livestock breeding methods and programmes - deer.

Advisory Group : Farming

Unit Standard 1518 * # Level 3** **Credit 3**

LIVESTOCK FARMING: Demonstrate knowledge of livestock breeding - goats

This is a theory unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the genetic principles which underpin breeding, and demonstrate knowledge of livestock record-keeping, culling and wastage as it relates to breeding practice. Competency in this unit is a prerequisite for Unit 1520, Demonstrate knowledge of livestock breeding methods and programmes - goats.

Advisory Group : Farming

Unit Standard 1516 * # Level 3** **Credit 3**

LIVESTOCK FARMING: Demonstrate knowledge of livestock breeding - pigs

This is a theory unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the genetic principles which underpin breeding, and demonstrate knowledge of livestock record-keeping, culling and wastage as it relates to breeding practice. Competency in this unit is a prerequisite for Unit 1522, Demonstrate knowledge of livestock breeding methods and programmes - pigs.

Advisory Group : Farming

Unit Standard 1526 * # Level 3** **Credit 3**

LIVESTOCK FARMING: Demonstrate knowledge of livestock mating - deer

This is a theory unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the stages and cycles of reproduction, the factors involved in achieving optimum submission and conception rates, and identifying livestock in oestrus. Competency in this unit is a prerequisite for Unit 1530, Demonstrate knowledge of livestock mating management - deer.

Advisory Group : Farming

Unit Standard 1525 * # Level 3** **Credit 3**

LIVESTOCK FARMING: Demonstrate knowledge of livestock mating - goats

This is a theory unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the stages and cycles of reproduction, the factors involved in achieving optimum submission and conception rates, and identifying livestock in oestrus. Competency in this unit is a prerequisite for Unit 1529, Demonstrate knowledge of livestock mating management - goats.

Advisory Group : Farming

Unit Standard 1524 * # Level 3** **Credit 3**

LIVESTOCK FARMING: Demonstrate knowledge of livestock mating - pigs

This is a theory unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the stages and cycles of reproduction, the factors involved in achieving optimum submission and conception rates, and identifying livestock in oestrus. Competency in this unit is a prerequisite for Unit 1528, Demonstrate knowledge of livestock mating management - pigs.

Advisory Group : Farming

Unit Standard 1521 * # Level 4** **Credit 2**

LIVESTOCK FARMING: Demonstrate knowledge of livestock breeding methods and programmes - deer

This is a theory unit is for people furthering their vocational skills training in livestock farming and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the breeding methods used by a livestock production unit, and breeding programmes available.

Advisory Group : Farming

Unit Standard 1520 * # Level 4** **Credit 2**

LIVESTOCK FARMING: Demonstrate knowledge of livestock breeding methods and programmes - goats

This is a theory unit is for people furthering their vocational skills training in livestock farming and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the breeding methods used by a livestock production unit, and breeding programmes available.

Advisory Group : Farming

Unit Standard 1522 * # Level 4** **Credit 2**

LIVESTOCK FARMING: Demonstrate knowledge of livestock breeding methods and programmes - pigs

This is a theory unit is for people furthering their vocational skills training in livestock farming and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the breeding methods used by a livestock production unit, and breeding programmes available.

Advisory Group : Farming

Unit Standard 1530 * # Level 4** **Credit 3**

LIVESTOCK FARMING: Demonstrate knowledge of livestock mating management - deer

This is a theory unit for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of management practices before, during and after mating, including the management of breeding males.

Advisory Group : Farming

Unit Standard 1529 * # Level 4** **Credit 3**

LIVESTOCK FARMING: Demonstrate knowledge of livestock mating management - goats

This is a theory unit for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of management practices before, during and after mating, including the management of breeding males.

Advisory Group : Farming

Unit Standard 1528 * # Level 4** **Credit 3**

LIVESTOCK FARMING: Demonstrate knowledge of livestock mating management - pigs

This is a theory unit for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of management practices before, during and after mating, including the management of breeding males.

Advisory Group : Farming

Unit Standard 564 **Level 2** **Credit 4**

SHEEP FARMING: Carry out wool shed tasks during shearing operations

This is a unit for people entering the farming industry and forms part of a farming qualification. At the completion of the unit, the person will be able to assist during shearing by carrying out basic wool shed tasks. Competence in this unit is a pre-requisite to further units on wool shed activities at level 3.

Advisory Group : Farming

Unit Standard 1531 * # Level 2** **Credit 3**

SHEEP FARMING: Demonstrate knowledge of livestock reproduction and livestock attributes - sheep

This is a theory unit for people entering the farming industry and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the reproductive organs and reproductive process of cattle, and demonstrate knowledge of the attributes, methods of identification, and record-keeping for the species. Competency in this unit is a prerequisite for Unit 1515, Demonstrate knowledge of livestock breeding - sheep; Unit 1523, Demonstrate knowledge of livestock mating - sheep.

Advisory Group : Farming

Unit Standard 567 **Level 3** **Credit 5**

SHEEP FARMING: Assist with lambing

This unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to monitor ewe condition, separate a mob of ewes at lambing, and lamb a ewe in response to a lambing problem, under general supervision.

Advisory Group : Farming

Unit Standard 577 **Level 3** **Credit 3**

SHEEP FARMING: Crutch sheep

This unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to maintain shearing gear, crutch and dag sheep.

Advisory Group : Farming

Unit Standard 1515 * # Level 3** **Credit 3**

SHEEP FARMING: Demonstrate knowledge of livestock breeding - sheep

This is a theory unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the genetic principles which underpin breeding, and demonstrate knowledge of livestock record-keeping, culling and wastage as it relates to breeding practice. Competency in this unit is a prerequisite for Unit 1519, Demonstrate knowledge of livestock breeding methods and programmes - sheep.

Advisory Group : Farming

Unit Standard 1523 * # Level 3** **Credit 3**

SHEEP FARMING: Demonstrate knowledge of livestock mating - sheep

This is a theory unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the stages and cycles of reproduction, the factors involved in achieving optimum submission and conception rates, and identifying livestock in oestrus. Competency in this unit is a prerequisite for Unit 1527, Demonstrate knowledge of livestock mating management - sheep.

Advisory Group : Farming

Unit Standard 571 Level 3 Credit 6

SHEEP FARMING: Demonstrate knowledge of wool production

This is a theory based unit for people undertaking vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will know the determining factors and industry practices for the production and sale of quality wool.

Advisory Group : Farming

Unit Standard 581 Level 3 Credit 3

SHEEP FARMING: Dock and treat lambs

This unit is for people undertaking vocational skills training in farming. It forms part of a farming qualification. At the completion of the unit the person will be able to carry out tasks and treatments associated with rearing lambs under general supervision.

Advisory Group : Farming

Unit Standard 578 Level 3 Credit 3

SHEEP FARMING: Kill a sheep and dress the carcass

This unit is for people undertaking vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to safely and humanely kill a sheep and dress and butcher the carcass for on-farm use.

Advisory Group : Farming

Unit Standard 1519 * # Level 4** **Credit 2**

SHEEP FARMING: Demonstrate knowledge of livestock breeding methods and programmes - sheep

This is a theory unit is for people furthering their vocational skills training in livestock farming and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of the breeding methods used by a livestock production unit, and breeding programmes available.

Advisory Group : Farming

Unit Standard 1527 * # Level 4** **Credit 3**

SHEEP FARMING: Demonstrate knowledge of livestock mating management - sheep

This is a theory unit for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to demonstrate knowledge of management practices before, during and after mating, including the management of breeding males.

Advisory Group : Farming

Unit Standard 590 Level 4 Credit 6

SHEEP FARMING: Maintain the health of sheep

This unit is for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to maintain the health of a mob of sheep by recognising and responding in cases of ill-health, and by planning and carrying out health promotion programmes.

Advisory Group : Farming

Unit Standard 589 Level 4 Credit 4

SHEEP FARMING: Plan and co-ordinate the feeding of sheep

This unit is for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to assess the feed requirements of sheep, feed availability and options, and will be able to co-ordinate the feeding of a flock to achieve targeted production rates.

Advisory Group : Farming

Unit Standard 595 Level 4 Credit 3

SHEEP FARMING: Supervise shearing activities

This unit is for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to prepare for, co-ordinate and supervise shearing activities consistent with farm policies or plans.

Advisory Group : Farming

Unit Standard 394 **Level 4** **Credit 6**

SHEEP FARMING: Supervise tupping, lambing, docking and weaning of lambs

This unit is for people furthering their vocational skills training in farming and forms part of a farming qualification. At the completion of the unit the person will be able to independently supervise activities and animals during tupping, lambing, docking and weaning of lambs.

Advisory Group : Farming

Unit Standard 3 **Level 1** **Credit 2**

AGRICULTURE: Demonstrate understanding of the nature and requirements of an agricultural career

This is an entry level unit. People completing the unit will understand the characteristics of a working life in agricultural employment and recognise the career and training opportunities available. This unit forms a part of agricultural qualifications.

Advisory Group : Primary Industry (Core)

Unit Standard 15 **Level 2** **Credit 1**

AGRICULTURE: Demonstrate knowledge of crop production

This is an entry level unit in farming. It forms part of a farming qualification. People completing the unit will have a basic knowledge of crop production on New Zealand farms and the major factors influencing production, seed quality and certification. Competence in this unit is a pre-requisite for: Demonstrate Knowledge of Pasture Production Methods, Level 3, Unit 45.

Advisory Group : Primary Industry (Core)

Unit Standard 18 **Level 2** **Credit 3**

ANIMAL CARE: Demonstrate understanding of basic animal physiology and husbandry

This is an entry level unit for people entering the primary industries which involve animal husbandry. It forms part of a range of primary industry qualifications. People completing this unit will have a basic knowledge of animal anatomy, physiology and feed requirements and will be able to carry out basic animal husbandry tasks.

Advisory Group : Primary Industry (Core)

Unit Standard 17 **Level 2** **Credit 2**

APICULTURE: Perform elementary beekeeping practices

This unit is for people with an interest in beekeeping or people entering the beekeeping industry. It forms part of an apicultural industry qualification. People completing the unit will be able to perform a range of basic, practical beekeeping tasks. Competency in this unit is a pre-requisite for: Perform General Beekeeping Tasks, Level 3, Unit No.46. Harvest Honey, Level 3, Unit No.47.

Advisory Group : Primary Industry (Core)

Unit Standard 55 **Level 3** **Credit 4**

APICULTURE: Control pests and diseases in the hive

This unit is for people undertaking vocational skills training in the beekeeping industry or hobbyist bee keepers. It forms part of a beekeeping industry qualification. People completing the unit will be able to diagnose and respond to pest and disease threats or their presence in an apiary.

Advisory Group : Primary Industry (Core)

Unit Standard 47 **Level 3** **Credit 3**

APICULTURE: Harvest honey

This unit is for people undertaking vocational skills training in the beekeeping industry or hobbyist beekeepers and forms part of a beekeeping industry qualification. People completing the unit will be able to carry out the essential tasks involved in removing and extracting hive honey stores.

Advisory Group : Primary Industry (Core)

Unit Standard 46 **Level 3** **Credit 4**

APICULTURE: Undertake general beekeeping tasks

This unit is for people undertaking vocational skills training in the beekeeping industry or hobbyist beekeepers. It forms part of a qualification in the beekeeping industry. People completing the unit will be able to carry out basic hive assessment and manipulation tasks and perform related record-keeping and verbal reporting. Competency in this unit is a pre-requisite to practical apiculture units at Level 4.

Advisory Group : Primary Industry (Core)

Unit Standard 54 **Level 4** **Credit 6**

APICULTURE: Manipulate hives in spring and autumn

This unit is for people furthering their vocational skills training in the beekeeping industry or hobbyist beekeepers. It forms part of a beekeeping industry qualification. People completing the unit will be able to determine and carry out the spring and autumn hive manipulations necessary for optimum health and production in an apiary.

Advisory Group : Primary Industry (Core)

Unit Standard 16 **Level 2** **Credit 3**

FARMING SKILLS: Demonstrate knowledge of pasture production

This is an entry level unit in pastoral farming. People completing the unit will have a basic understanding of the role of pasture production in livestock farming, the way pasture production is managed. Competency in this unit is a pre-requisite for: Demonstrate Knowledge of Pasture Production Methods, Level 3, Unit No.45.

Advisory Group : Primary Industry (Core)

Unit Standard 45 **Level 3** **Credit 3**

FARMING SKILLS: Demonstrate knowledge of pasture production methods

This unit is for people undertaking vocational skills training in pastoral farming and forms part of qualification in farming. People completing the unit will have an understanding of how producers can optimise pasture production and utilisation and what is involved in doing so. Competency in this unit is a pre-requisite for further units on the topic.

Advisory Group : Primary Industry (Core)

Unit Standard 11 **Level 2** **Credit 3**

FENCING: Assist with conventional fencing

This is an entry level unit for people entering the land based primary industries. It forms part of a wide range of primary industry qualifications. People completing the unit will be able to assist with fencing work. Competency in this unit is a pre-requisite for further fencing units.

Advisory Group : Primary Industry (Core)

Unit Standard 42 **Level 2** **Credit 3**

FENCING: Construct and install rails, gates and flood gates

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to build panels of rails, make and hang wooden gates and flood gates.

Advisory Group : Primary Industry (Core)

Unit Standard 12 **Level 2** **Credit 2**

FENCING: Handle wire

This is an entry level unit for people entering the land based primary industries. It forms part of a wide range of primary industry qualifications. People completing the unit will be able to recognise various types of fencing wire and their uses. They will also be able to handle fencing wire when assisting with fencing.

Advisory Group : Primary Industry (Core)

Unit Standard 37 **Level 2** **Credit 2**

FENCING: Install fencing wire

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to wire, tie off and staple a wire fence/structure. Competency in this unit is a pre-requisite for further fencing units at this level.

Advisory Group : Primary Industry (Core)

Unit Standard 36 **Level 2** **Credit 1**

FENCING: Select fencing materials

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to grade and select fencing materials. Competency in this unit is a pre-requisite for further fencing units at Level 3, and for Install Fencing Wire, Level 2, Unit No.37. Install Fence Netting, Level 3, Unit No.39. Construct and Install Rails, Gates and Flood Gates, Level 2, Unit No.42.

Advisory Group : Primary Industry (Core)

Unit Standard 40 **Level 3** **Credit 3**

FENCING: Construct diagonal stay fence end assemblies, strainer with breast plate assembly and angle posts

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to construct diagonal stay assemblies, strainer with breast plate assembly and angle posts.

Advisory Group : Primary Industry (Core)

Unit Standard 41 **Level 3** **Credit 3**

FENCING: Construct horizontal and tie-back end assemblies

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to construct horizontal stay assemblies and tie-back end assemblies.

Advisory Group : Primary Industry (Core)

Unit Standard 39 **Level 3** **Credit 3**

FENCING: Install fence netting

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to run out, join, tension and terminate fabricated netting on undulating terrain.

Advisory Group : Primary Industry (Core)

Unit Standard 38 **Level 3** **Credit 4**

FENCING: Install posts and battens for fencing

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to install primary posts, line posts and battens to contour and in keeping with soil conditions. Competency in this unit is a pre-requisite for further practical fencing units.

Advisory Group : Primary Industry (Core)

Conservation

Unit Standard 51 **Level 3** **Credit 3**

CONSERVATION: Demonstrate knowledge of soil and water conservation in primary production

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of primary industry qualifications. People completing the unit will understand the importance of sustainable land use, the types and purpose of controls placed on land use, the problems of water quality and movement associated with Agricultural or Horticultural land use, and will recognise common forms of erosion and its control.

Advisory Group : Primary Industry (Core)

Equine

Unit Standard 1648 * # Level 1** **Credit 2**

EQUINE CARE: Clean stables

This unit is for people who work in a situation where horses are stabled.

People will be able to clean stables and replace bedding, know the benefits of different types of bedding and dispose of manure in the most appropriate manner.

Advisory Group : Equine

Unit Standard 1628 * # Level 2** **Credit 4**

EQUINE CARE: Attend to horses at the races

This unit is for people who are required to attend to horses at racemeetings or trials.

Attendants will familiarise themselves with the horse's performance details, present themselves and the horse turned out to a high standard at the appropriate place geared up for racing and attend to post race activities.

Advisory Group : Equine

Unit Standard 1657 * # Level 2** **Credit 3**

EQUINE CARE: Feed horses

This unit will enable people to feed horses, fill a haynet, use machinery for feed preparation, recognise stable vices and problems of feeding and report by accurate description.

Advisory Group : Equine

Unit Standard 1656 * # Level 2** **Credit 2**

EQUINE CARE: Groom a horse

People will be able to groom a horse according to its specific purpose, attend to foot care and care for items in the grooming kit.

This unit is a suggested co-requisite for further units involving preparation for exercise.

Advisory Group : Equine

Unit Standard 1623 * # Level 2** **Credit 3**

EQUINE CARE: Prepare a horse for show

This unit is for people involved with presenting horses at competition, sales or shows.

People will trim, pull, prepare and plait the mane and tail in a manner which enhances the appearance of the horse. People will be able to carry out procedures to enhance the horse's general appearance.

Advisory Group : Equine

Unit Standard 1650 * # Level 2** **Credit 4**

EQUINE CARE: Prepare a horse for travel by land, load and unload

This unit will enable people to prepare the vehicle and equipment required for travel; to prepare, load and unload a horse, and to attend to the vehicle and horse immediately after travel.

Advisory Group : Equine

Unit Standard 1647 * # Level 2** **Credit 4**

EQUINE CARE: Prepare yearlings for sales and attend sales

This unit is for people who assist at the final yearling preparation and accompany the yearling to the sales.

People will be able to educate the yearling under supervision to the conditions it is likely to encounter when in training, care for the yearling while at the sales and parade the horse for prospective buyers.

Advisory Group : Equine

Unit Standard 1636 * # Level 2** **Credit 1**

EQUINE CARE: Receive and despatch horses

This unit is for people involved with horses which may be coming onto or leaving the property.

People will be able to maintain records of identification of incoming horses and carry out measures to prevent the likelihood of disease or parasites spreading to horses resident on the property from arriving horses. People will carry out procedures to despatch the horse from the property.

Advisory Group : Equine

Unit Standard 1624 * # Level 3** **Credit 4**

EQUINE CARE: Care for paddocked horses

This unit is for people involved with caring for one or more horses in a paddocked situation.

People will be able to maintain the paddock and facilities in good working order ensuring there is adequate palatable feed and recognise when supplementary feeding is likely to be required.

Advisory Group : Equine

Unit Standard 1625 * # Level 3** **Credit 3**

EQUINE CARE: Clip a horse

People will be able to prepare the horse and equipment for clipping, clip a horse according to activity, hog the mane and care for horse and clippers immediately after clipping.

Advisory Group : Equine

Unit Standard 1664 * # Level 3** **Credit 5**

EQUINE CARE: Prepare and attend to horses when transported by air

This unit will enable people to implement measures to help reduce stress in the performance horse while in air transit.

The procedures covered are also applicable to horses while on extended travel by land.

Advisory Group : Equine

Unit Standard 1637 * # Level 5** **Credit 6**

EQUINE CARE: Care for a mare and foal from birth to weaning

People will be able to recognise problems likely to be encountered, assist with branding, care for the foal to weaning providing education to ease the weaning process and maintain records throughout the process.

Advisory Group : Equine

Unit Standard 1661 * # Level 5** **Credit 6**

EQUINE CARE: Formulate rations for horses

This unit is for people involved with formulating rations for either individual horses or groups of horses.

People will be able to assess body condition and workload, formulate a specific and nutritionally balanced ration for a horse, recommend ways in which the ration will be introduced taking into account the horse that receives some of its daily intake through pasture and feed the horse according to the nature of its digestive tract.

Advisory Group : Equine

Unit Standard 1659 * # Level 5** **Credit 12**

EQUINE CARE: Manage stabled horses

This unit is for people who may be involved in a supervisory role looking after a group of horses in a stabled situation.

People will be able to develop skills to investigate the suitability of stabling design, plan and organise the short and medium term routine relating to feeding, health and exercise and maintain an inventory of all stable items.

Advisory Group : Equine

Unit Standard 1646 * # Level 5** **Credit 3**

EQUINE CARE: Manage yearlings up to and at horse sales

This unit is for people who supervise operations and have the responsibility of setting work and education programmes for young horses.

People will be able to set an education and health programme according to the sales venue and anticipated value of the yearling and to present the yearling in the sales ring.

Advisory Group : Equine

Unit Standard 1651 * # Level 2** **Credit 4**

EQUINE HEALTH: Recognise signs of good health and ill health in horses

People will be able to recognise the signs which suggest that a horse is healthy or unhealthy; to report by accurate description and to carry out basic health care procedures.

Advisory Group : Equine

Unit Standard 1652 * # Level 4** **Credit 6**

EQUINE HEALTH: Assess horses' conformation and action

People will be able to assess conformation and action in relation to breed and use and to recognise features of conformation and action which would be either detrimental or considered unsuitable for the breed, type and intended function of the animal.

Advisory Group : Equine

Unit Standard 1655 * # Level 4** **Credit 8**

EQUINE HEALTH: Identify the structure and function of horses' body systems and associated problems

This unit will enable people to identify the components of body systems, recognise the signs and symptoms of problems associated with the body and body systems, recommend a course of action and implement action, which is best for the horse, in consultation with the vet.

People will be able to understand the way disease is spread and how immunity provides protection from disease.

Advisory Group : Equine

Unit Standard 1654 * # Level 4** **Credit 3**

EQUINE HEALTH: Recognise and deal with an emergency situation, assist the vet and provide ongoing care

This unit will enable people to provide emergency first aid to the horse in the event of accident, sickness or injury, provide an accurate history to the vet, assist the vet with treatment and provide ongoing care to the convalescing horse.

Advisory Group : Equine

Unit Standard 1653 * # Level 4** **Credit 8**

EQUINE HEALTH: Recognise lameness in horses and take action

This unit will enable people to recognise a lame horse, pinpoint the site of lameness, suggest probable causes of lameness, recommend action which is best for the horse and provide an accurate history to the vet.

Advisory Group : Equine

Unit Standard 1640 * # Level 2** **Credit 2**

EQUINE HUSBANDRY: Assist to foal a mare under supervision

People will be able to recognise the signs of imminent foaling, to provide assistance as directed and to attend to post foaling activities under supervision.

Advisory Group : Equine

Unit Standard 1634 * # Level 2** **Credit 2**

EQUINE HUSBANDRY: Prepare a mare for serving and hold for service

People will carry out procedures on the mare to ensure health and safety of both mare and the stallion, hold the mare during service in a manner that is safe for horse and handler and attend to the mare after serving.

Advisory Group : Equine

Unit Standard 1635 * # Level 2** **Credit 3**

EQUINE HUSBANDRY: Tease a mare

People will be able to present the mare to the teaser while following safe practices, recognise the signs of a mare in oestrous (heat), complete the appropriate documentation as directed by the studmaster and veterinarian and handle the teaser in a manner that is safe and encourages the mare to display signs of oestrous.

Advisory Group : Equine

Unit Standard 1639 * # Level 4** **Credit 5**

EQUINE HUSBANDRY: Care for an orphan foal

People will be able to investigate the options when faced with an orphan foal, decide on the best option, recognise the problems that may be encountered, foster a foal and hand feed a foal until it is weaned.

Advisory Group : Equine

Unit Standard 1638 * # Level 4** **Credit 5**

EQUINE HUSBANDRY: Manage a stallion

This unit is for people who have sole care of a stallion on a daily basis.

People will be able to implement measures that optimise the stallion's health and meet the requirements of his physical and psychological well being. People will present the stallion for serving, hold while serving and carry out procedures to ensure health and safety of mare, stallion and attendants.

Advisory Group : Equine

Unit Standard 1642 * # Level 5** **Credit 7**

EQUINE HUSBANDRY: Foal a mare and attend to post foaling activities

This unit is for people who supervise or manage operations.

People will be able to group mares prior to foaling, attend the foaling and provide assistance as necessary, ensure the process progresses normally and take action if progress is hindered.

People will set up and maintain a recording system and administer post foaling treatments to ensure that the mare and foal are healthy and maintain good health.

Advisory Group : Equine

Unit Standard 1644 * # Level 5** **Credit 3**

EQUINE HUSBANDRY: Manage stallion services

This unit is for people who manage a breeding establishment with own and/or outside mares coming in for service to a resident stallion.

People will be able to schedule serving to enable all mares booked to be comfortably accommodated by the stallion and to analyse fertility of the stallion according to class of mare.

Advisory Group : Equine

Unit Standard 1643 * # Level 5** **Credit 8**

EQUINE HUSBANDRY: Prepare an artificial vagina and inseminate a mare

This unit is for people at technician level.

People will be able to collect and evaluate semen and inseminate mares with either collected or stored semen. People will carry out all operations according to breed society requirements.

Advisory Group : Equine

Unit Standard 1645 * # Level 6** **Credit 6**

EQUINE HUSBANDRY: Manage an equine breeding programme

This unit is for people who manage or supervise breeding operations.

People will be able to establish teasing systems, mating systems and health programmes to ensure mares obtain maximum opportunity to get in foal and be able to plan and implement the appropriate documentation (statutory and non-statutory) to record all activities.

Advisory Group : Equine

Unit Standard 1658 * # Level 1** **Credit 3**

EQUINE INDUSTRY: Demonstrate knowledge of the nature and requirements of a career in the equine industry

People completing this unit will understand the characteristics of working life in employment in the equine industry and recognise the career and training opportunities available.

Advisory Group : Equine

Unit Standard 1660 * # Level 2** **Credit 4**

EQUINE TRAINING: Prepare a horse for exercise

This unit is for people involved with assisting the trainer in the preparation of horses for an event or competition.

People will prepare the horse for exercise and attend to post exercise activities.

Advisory Group : Equine

Unit Standard 1626 * # Level 2** **Credit 4**

EQUINE TRAINING: Prepare a horse for lunging and lunge for exercise

People will be able to tack up a horse for lunging and lunge the horse in a suitable area at walk, trot and canter, demonstrating smooth transitions.

People will be able to explain the reasons for lunging and the likely benefits for the horse.

Advisory Group : Equine

Unit Standard 1613 * # Level 3** **Credit 2**

EQUINE TRAINING: Organise and conduct barrier training for horses

This unit is for people involved with barrier training horses on training tracks.

People will be able to prepare the starting gates (barriers) to ensure they are working efficiently, load horses, ensure horses are dispatched fairly and ensure standards of safety for people, horses and equipment is maintained at all times.

Advisory Group : Equine

Unit Standard 1641 * # Level 4** **Credit 8**

EQUINE TRAINING: Manage and educate a young horse from weanling to yearling age

This unit builds on the skills covered in Unit 1641, Care for a mare and foal from birth to weaning, where the young horse, now weaned, continues its education without the mare.

People will be able to educate a young horse up to but not including actual riding. People will be able to cater for the physical and psychological requirements of the young horse and recognise and take action if problems occur.

Advisory Group : Equine

Unit Standard 1627 * # Level 4** **Credit 5**

EQUINE TRAINING: Teach a variety of horses to lunge

People will be able to teach a variety of horses to lunge, and demonstrate knowledge of the situations where the use of ancillary equipment may be most useful.

Advisory Group : Equine

Unit Standard 1663 * # Level 5** **Credit 10**

EQUINE TRAINING: Prepare a horse for a specific event

This unit is for people involved with preparing a horse for competition.

People will develop, assess, implement and evaluate the training programme according to training objectives and the conditioning effect on body systems and maintain the physical and psychological well being of the horse. People will be able to recognise training and stress related problems which can occur and recommend a course of action which is best for the horse.

Advisory Group : Equine

Unit Standard 1618 * # Level 1** **Credit 2**

EQUITATION: Ride a horse for exercise

This is the first in a series of riding units. The completion of this unit will enable the rider to enter various industry sectors and proceed with specialised riding competencies.

This unit is for people who wish to learn to mount and dismount, lead a fully mounted horse from either the ground or while mounted and to ride at walk and rising trot maintaining the correct position in the saddle.

Advisory Group : Equine

Unit Standard 1619 * # Level 2** **Credit 4**

EQUITATION: Ride in a balanced position at different gaits on the flat and over fences

This unit is for riders who wish to learn to ride maintaining a balanced position at walk, trot and canter, with and without stirrups, using a variety of aids, to adjust gear while mounted and to jump fences up to 60cm.

Advisory Group : Equine

Unit Standard 1621 * # Level 3** **Credit 9**

EQUITATION: Ride movements with horses on the bit, on the flat and over fences, build a simple course

This unit is for riders who wish to perform movements with the horse on the bit, jump to a height of 90 cm with an independent seat in both showjumping and cross country.

People will be able to build a simple showjumping course, identify jumping problems and describe a method for improvement.

Advisory Group : Equine

Unit Standard 1620 * # Level 3** **Credit 6**

EQUITATION: Ride with the horse accepting the bit on the flat and over fences

This unit is for riders who wish to carry out movements with the horse accepting the bit, to jump a variety of fences and simple combinations up to a height of 75cm while maintaining a steady position in the saddle.

This unit forms part of the preparatory stage of a horse's training.

Advisory Group : Equine

Unit Standard 1622 * # Level 4** **Credit 20**

EQUITATION: Ride controlled forward movements on different horses on the flat

This unit is for learners who wish to learn to perform advanced movements on their own and on other horses of similar ability.

Advisory Group : Equine

Unit Standard 1609 * # Level 2** **Credit 4**

FARRIERY: Demonstrate knowledge of the internal structures of the horse's legs

This unit will enable people to identify the structure and function of the components of the horse's lower limb.

This unit is suitable for people who require basic knowledge of the foot in preparation for later units related to foot problems and shoeing.

Advisory Group : Equine

Unit Standard 1603 * # Level 2** **Credit 2**

FARRIERY: Perform safe working practices in a farrier workshop

This unit is compulsory for all people working in a farrier workshop.

Those completing the unit will be able to carry out workshop practices relating to equipment, people and horses, in a manner which recognises the importance of safety in all aspects of work.

Advisory Group : Equine

Unit Standard 1604 * # Level 4** **Credit 8**

FARRIERY: Remove horse shoes and dress the foot

People will be able to remove a set of shoes from a horse and prepare the foot for shoes taking into consideration the history and activity of the horse, manage the feet of an unshod horse and deal with problems with handling.

Advisory Group : Equine

Unit Standard 1606 * # Level 4** **Credit 20**

FARRIERY: Shoe a horse

People will be able to hot and cold shoe a horse according to individual requirements and know the cause and effect of lameness associated with shoeing. People will be able to recognise and treat lameness associated with shoeing.

Advisory Group : Equine

Unit Standard 1608 * # Level 5** **Credit 15**

FARRIERY: Apply accessories to horse shoes to assist performance

This unit will enable people to implement measures to prevent slipping according to the activity, and to fit pads to the foot according to individual requirements.

Advisory Group : Equine

Unit Standard 1605 * # Level 5** **Credit 15**

FARRIERY: Make horse shoes and tools by hand in the forge

People will be able to make standard horse shoes and tools in the forge to specific requirements observing safety standards.

Advisory Group : Equine

Unit Standard 1607 * # Level 5** **Credit 40**

FARRIERY: Recognise equine problems of conformation and action and make and fit appropriate shoes

People will be able to make shoes and tools for shoeing, identify problems which may be correctable by shoeing, fit the corrective or therapeutic shoe and cost all work undertaken.

Advisory Group : Equine

Unit Standard 1610 * # Level 5** **Credit 40**

FARRIERY: Recognise lameness in horses, make and fit appropriate shoes

This unit will enable people to recognise lameness associated with injury or internal foot problems and to make and fit corrective shoes in consultation with the vet and according to the circumstances.

Advisory Group : Equine

Unit Standard 1602 * # Level 2** **Credit 3**

HARNESS RACING: Demonstrate knowledge of the harness racing industry structure

People will be able to identify the function of the sectors that make up the NZ Harness Racing industry.

Advisory Group : Equine

Unit Standard 1596 * # Level 3** **Credit 6**

HARNESS RACING: Prepare and drive a horse in training

This unit is for people involved with harness horses.

People will be able to prepare and harness a horse for exercise, ride and lead harnessed horses, drive in training and attend to the horse and sulky after exercise according to trainers instructions.

Advisory Group : Equine

Unit Standard 1599 * # Level 4** **Credit 4**

HARNESS RACING: Drive a horse at a meeting

This unit is for people licensed to drive harness or trotting horses at a racemeeting.

People will drive the horse to obtain maximum potential, lodge a protest, appeal a decision and be able to give evidence at a judicial enquiry.

All activities will be carried out according to the Rules of Racing.

Advisory Group : Equine

Unit Standard 1597 * # Level 4** **Credit 6**

HARNESS RACING: Remove and replace a shoe on a horse

This unit is for people involved with training where 'first aid shoeing' is used to enable the horse to continue until qualified help arrives.

People will be able to remove a loose shoe from a horse in the event of it causing damage, straighten and replace the shoe

Advisory Group : Equine

Unit Standard 1600 * # Level 4** **Credit 4**

HARNESS RACING: Represent/assist owner at harness raceday or trials

This unit is for people involved at a supervisory level who may be required to carry out activities on raceday in the absence of the owner or trainer.

People will be able to prepare and transport the horse to the race venue, prepare the horse for racing, consult with officials and the driver and attend to judicial requirements.

Advisory Group : Equine

Unit Standard 1598 * # Level 4** **Credit 5**

HARNESS RACING: Select and fit gear appropriate for individual horses

This unit is for people involved with harness horses and associated performance problems.

People will be able to select and fit harness for the individual, recognise problems of action and performance and fit the appropriate gear to help correct the problem.

Advisory Group : Equine

Unit Standard 1601 * # Level 5** **Credit 5**

HARNESS RACING: Break and gait a horse to harness

This unit is for people involved with breaking in horses for harness.

People will be able to handle and accustom the horse to harness and activities required for future harness racing to the point where it is able to be driven at paces in training.

Advisory Group : Equine

Unit Standard 1617 * # Level 5** **Credit 10**

RACECLUB MANAGEMENT: Run a district committee

This unit is for people who manage a District Club.

People will be able to administer the jockey school and judicial panel, prepare programme booklets, manage race programmes, organise and attend hearings and tribunals and arrange licensing of personnel.

Advisory Group : Equine

Unit Standard 1616 * # Level 6** **Credit 16**

RACECLUB MANAGEMENT: Plan and run a racemeeting

This unit is for people involved in the administration of racing clubs.

People will be able to organise the raceday including nominations, prepare and distribute the racebook, manage the day of the races and attend to post race day activities according to the NZ Rules of Racing.

Advisory Group : Equine

Unit Standard 1611 * # Level 2** **Credit 3**

RACETRACK MAINTENANCE: Maintain and erect hurdles and steeplechase fences for thoroughbred hurdles races

This unit is for people involved with the preparation of fences and hurdles for racing club meetings.

People will be able to set up hurdles and steeplechase fences on specified sites in an attractive and safe manner as required by the racing club.

Advisory Group : Equine

Unit Standard 1614 * # Level 2** **Credit 2**

RACETRACK MAINTENANCE: Maintain sand and plough equine racetrack surfaces

People will be able to use tractor driven equipment to prepare and level sand and plough surfaces to ensure it is adequately drained, cambered and at a depth suitable for use by training horses.

Advisory Group : Equine

Unit Standard 1615 * # Level 2** **Credit 3**

RACETRACK MAINTENANCE: Prepare and maintain the raceclub facility, before, during and after a racemeeting

This unit is for people involved with the maintenance of a racing club track and buildings.

People will be able to prepare the racing club facility for support staff and for the public and horses attending on race day, according to supervisor's instructions.

People (the student) will be in attendance on race day to ensure that the prepared facility meets the needs of clientele throughout the day and attend to post race day maintenance of the track and facility.

Advisory Group : Equine

Unit Standard 1612 * # Level 3** **Credit 4**

RACETRACK MAINTENANCE: Supervise horses working on the racetrack

This unit is for people involved with the organisation of numbers of horses at morning workouts on racetracks.

People will be able to direct riders onto the track to ensure safety of all horses and riders and to recognise, document and report cases of unsafe riding.

Advisory Group : Equine

Unit Standard 1662 * # Level 4** **Credit 6**

SADDLERY: Select and fit gear on a horse for riding

People will be able to identify the types of gear available for riding, their purpose and action, recommend the use of particular types of gear for individual horses and fit the gear to ensure it is functional and comfortable for the horse.

Advisory Group : Equine

Unit Standard 1631 * # Level 2** **Credit 3**

THOROUGHBRED RACING: Demonstrate knowledge of the thoroughbred racing industry judicial system

People will know how to give evidence at a judicial enquiry or lodge a protest and know the penalties that can be administered under the Rules of Racing.

Advisory Group : Equine

Unit Standard 1632 * # Level 2** **Credit 2**

THOROUGHBRED RACING: Demonstrate knowledge of the thoroughbred racing industry structure

This is a theory based unit for people who require background information on the racing industry to make a decision on career choice within the industry.

People will be able to identify the constitution and function of the sectors that make up the NZ Racing Industry.

Advisory Group : Equine

Unit Standard 1629 * # Level 3** **Credit 5**

THOROUGHBRED RACING: Ride a horse at track/ exercise work

This unit is mainly for people employed in racing stables who may be interested in applying for an apprenticeship or who want to ride 'work' for a trainer.

Riders will work the horse at paces specified by the trainer and according to the rules of the track and on completion of exercise provide an accurate description of the workout to the trainer.

Advisory Group : Equine

Unit Standard 1633 * # Level 4** **Credit 3**

THOROUGHBRED RACING: Nominate horse for race, attend to horse and owner at the races

This unit is for people who hold a NZ Racing Conference licence to race a horse on a race track.

People will be able to nominate the horse for the race, specify the gear the horse is to race in, provide instructions for the rider and liaise with the owner of the horse.

Advisory Group : Equine

Unit Standard 1630 * # Level 4** **Credit 10**

THOROUGHBRED RACING: Ride at raceday

This unit is for riders who hold a Jockey's Licence permitting them to ride on official racedays.

Riders will be able to carry out procedures for riding pre-race and post-race and to ride the race to obtain maximum potential from the horse.

Advisory Group : Equine

Forestry

Unit Standard 1232 * # Level 2** **Credit 3**

FOREST ESTABLISHMENT: Demonstrate knowledge of forest planting site preparation

Learners completing this unit will be able to identify various means of forest establishment site preparation and understand the use of each. This unit gives an introduction to Forest Establishment.

Advisory Group : Forestry

Unit Standard 1236 * # Level 2** **Credit 2**

FOREST ESTABLISHMENT: Demonstrate knowledge of releasing plantation trees

Learners completing this unit will understand why and how trees are released from competing plant growth using hand tools and chemicals. It leads to specific units on releasing plantation trees.

Advisory Group : Forestry

Unit Standard 1234 * # Level 3** **Credit 3**

FOREST ESTABLISHMENT: Plant plantation trees

Learners completing this unit will apply accepted tree storage, handling and planting techniques under typical forestry conditions. The unit leads to Unit 1235, Plant plantation trees in a production situation.

Advisory Group : Forestry

Unit Standard 1235 * # Level 3** **Credit 6**

FOREST ESTABLISHMENT: Plant plantation trees in a production situation

This unit is for people in a production forest planting situation. At the completion of the unit learners will be able to demonstrate tree planting skills combining quality and technique at a rate meeting forest industry accepted standards.

Advisory Group : Forestry

Unit Standard 1233 * # Level 4** **Credit 15**

FOREST ESTABLISHMENT: Prepare sites for forest establishment using a tracked or wheeled machine

Learners completing this unit will be able to operate a tracked or wheeled machine and associated equipment to prepare land sites for forest establishment.

Advisory Group : Forestry

Unit Standard 1227 * # Level 2** **Credit 5**

FOREST HARVESTING: Demonstrate knowledge of forest harvesting

This unit introduces theory to give learners insight into forest harvesting. At the completion of this unit learners will have viewed harvesting operations and be able to understand log quality requirements, safety and harvesting as part of the forest growth cycle.

Advisory Group : Forestry

Unit Standard 1252 * # Level 3** **Credit 3**

FOREST HARVESTING: Demonstrate knowledge of log making

This unit is intended to give an introduction to log making. Learners completing the unit will be able to follow cutting instructions and understand basic log quality standards.

Advisory Group : Forestry

Unit Standard 1256 * # Level 3** **Credit 6**

FOREST HARVESTING: Demonstrate knowledge of the log extraction process

This unit is for learners undertaking vocational skills training in forest harvesting. Learners completing the unit will recognise the need for forest harvesting extraction planning, and the resources to carry out the extraction task. It leads to practical units in wood extraction.

Advisory Group : Forestry

Unit Standard 1231 * # Level 3** **Credit 9**

FOREST HARVESTING: Prepare wire ropes for forest operations

At the completion of the unit learners will be able to prepare wire rope and accessories for use in forest operations. This unit leads to Unit 1268, Prepare ropes, rigging and equipment for cable hauler operations.

Advisory Group : Forestry

Unit Standard 1251 * # Level 3** **Credit 6**

FOREST HARVESTING: Trim and cut logs to length

Learners completing this unit will be able to use a chainsaw to process tree lengths into logs to forest industry requirements. It leads to units on Logmaking and other forest harvesting units.

Advisory Group : Forestry

Unit Standard 1258 * # Level 4** **Credit 21**

FOREST HARVESTING: Break out for cable hauler operations

Learners completing this unit will be able to plan breaking out and select and attach tree lengths to a cable system for extraction.

Advisory Group : Forestry

Unit Standard 1257 * # Level 4** **Credit 9**

FOREST HARVESTING: Break out for ground based forest harvesting operations

Learners completing this unit will be able to plan breaking out and select and attach tree lengths to a wheeled or tracked machine for extraction.

Advisory Group : Forestry

Unit Standard 1142 * # Level 4** **Credit 3**

FOREST HARVESTING: Demonstrate knowledge of log distribution in commercial forestry

Learners will be able to explain the log distribution process and understand the limitations imposed by the process.

This is a theory unit.

Advisory Group : Forestry

Unit Standard 1261 * # Level 4** **Credit 21**

FOREST HARVESTING: Extract logs using a cable hauler

This is a forest industry unit. At the completion of this unit learners will be able to maintain and operate a cable log hauling machine to extract felled trees or logs.

Advisory Group : Forestry

Unit Standard 1260 * # Level 4** **Credit 30**

FOREST HARVESTING: Extract logs using a crawler tractor

This is a forest industry unit. At the completion of this unit learners will be able to maintain and operate a crawler tractor to extract felled trees or logs.

Advisory Group : Forestry

Unit Standard 1259 * # Level 4** **Credit 30**

FOREST HARVESTING: Extract logs using a log skidder

This is a forest industry unit. At the completion of this unit learners will be able to maintain and operate a wheeled log skidder to extract felled trees or logs.

Advisory Group : Forestry

Unit Standard 1228 * # Level 4** **Credit 12**

FOREST HARVESTING: Fell trees

This unit is for learners furthering their vocational skills training in the land based primary industries. Learners completing the unit will be able to fell trees safely using tree felling cuts for any situation.

Advisory Group : Forestry

Unit Standard 1229 * # Level 4** **Credit 15**

FOREST HARVESTING: Fell trees in a production situation

At the completion of this unit learners will be able to maintain consistent forest industry standards of safety, quality and production in felling trees.

Advisory Group : Forestry

Unit Standard 1255 * # Level 4** **Credit 6**

FOREST HARVESTING: Fell trees using machine assistance

At the completion of this unit learners will be able to combine felling techniques and the use of machinery to fell difficult trees.

Advisory Group : Forestry

Unit Standard 1269 * # Level 4** **Credit 9**

FOREST HARVESTING: Layout wire ropes and make backline changes on a cable hauler operation

At the completion of this unit learners will be able to select and prepare anchor points, relocate blocks and change ropes to new layouts.

Advisory Group : Forestry

Unit Standard 1253 * # Level 4** **Credit 12**

FOREST HARVESTING: Make logs

This is an industry unit for learners working in harvesting operations. At the completion of the unit, learners will be able visually to grade qualities of a tree and select and cut log combinations to optimise value of the stem.

Advisory Group : Forestry

Unit Standard 1254 * # Level 4** **Credit 9**

FOREST HARVESTING: Mark logs to optimise value

This is an industry unit for learners working in harvesting operations. At the completion of the unit, learners will be able to visually to grade qualities of a tree and select and mark log combinations to optimise value of the stem.

Advisory Group : Forestry

Unit Standard 1262 * # Level 4** **Credit 15**

FOREST HARVESTING: Position and secure a cable hauler

This unit is a practical cable harvesting unit. At the completion of the unit learners will be able to lower and raise an integral tower, select and use suitable anchoring points and position and secure a hauler in preparation for operating.

Advisory Group : Forestry

Unit Standard 1268 * # Level 4** **Credit 9**

FOREST HARVESTING: Prepare ropes, rigging and equipment for cable hauler operations

At the completion of this unit learners will be able to assemble butt rigging and maintain rigging, wire ropes, blocks and other equipment used on a cable harvesting operation.

Advisory Group : Forestry

Unit Standard 1265 * # Level 4** **Credit 30**

FOREST HARVESTING: Process tree lengths using a mechanised tree processor

This is a production unit for people seeking qualifications in forest harvesting. At the completion of the unit learners will be able to maintain and operate a mechanised tree processor to process tree lengths into logs.

Advisory Group : Forestry

Unit Standard 1270 * # Level 4** **Credit 12**

FOREST HARVESTING: Salvage windthrown trees

This unit is a specialist one for people seeking a practical forestry qualification in handling windthrow. At the completion of the unit, learners will be able to identify and minimise hazards and apply specialised techniques when salvaging trees from a wind damaged forest.

Advisory Group : Forestry

Unit Standard 1264 * # Level 4** **Credit 27**

FOREST HARVESTING: Sort, stack and load logs using a knuckle-boom log loader

At the completion of this unit learners will be able to operate a track mounted knuckle-boom log loader to sort, stack and load logs.

Advisory Group : Forestry

Unit Standard 1263 * # Level 4** **Credit 27**

FOREST HARVESTING: Sort, stack and load logs using a wheeled front-end log loader

At the completion of this unit learners will be able to operate a wheeled front-end loader to sort, stack and load logs.

Advisory Group : Forestry

Unit Standard 1230 * # Level 4** **Credit 6**

FOREST HARVESTING: Trim, limb and prepare felled trees for extraction

At the completion of the unit learners will be able to prepare felled trees for extraction by trimming and limbing.

Advisory Group : Forestry

Unit Standard 1267 * # Level 5** **Credit 12**

FOREST HARVESTING: Demonstrate knowledge of cable hauler systems and options

This is a general theory unit. At the completion of this unit learners will have demonstrated knowledge of a range of hauler systems, optional layouts and associated rope configurations that may be used for cable harvesting in various conditions and terrain.

Advisory Group : Forestry

Unit Standard 1140 * # Level 5** **Credit 9**

FOREST HARVESTING: Demonstrate knowledge of harvesting operations in commercial forestry

Learners will be able to understand the need for quality harvesting operations.

This is a theory unit.

This unit includes the following range of harvesting operations: log making, tree falling, log extraction, pre-harvest assessment, production thinning.

Advisory Group : Forestry

Unit Standard 1141 * # Level 5** **Credit 7**

FOREST HARVESTING: Demonstrate knowledge of supervision of implementation of harvesting specifications in commercial forestry

Learners will interpret and manage specifications in harvesting in forestry operations. The operations examined include log making, tree falling, production thinning, log extraction.

Advisory Group.: Forestry

Unit Standard 1266 * # Level 5** **Credit 12**

FOREST HARVESTING: Organise cable hauler operations

At the completion of this unit learners will be able to plan and organise a cable harvesting operation, select the most suitable system, determine the felling and extraction pattern, identify haul boundaries and locate the hauler to best advantage. A documented plan will be prepared to operational requirements.

Advisory Group : Forestry

Unit Standard 1149 * # Level 6** **Credit 20**

FOREST HARVESTING: Implement operational forest harvesting plan

Learners will be able to implement an operational harvesting plan - producing optimum logs at the optimum cost within legal and economic constraints.

This unit has been designed for learners in advance of the National Diploma in Forestry (Forest Management)

Advisory Group : Forestry

Unit Standard 1148 * # Level 6** **Credit 15**

FOREST HARVESTING: Implement operational forest roading and landing plan

Learners will be able to implement operational plans for forest roading and forest landings.

This unit has been designed for learners in advance of the National Diploma in Forestry (Forest Management).

Advisory Group : Forestry

Unit Standard 1144 * # Level 6** **Credit 20**

FOREST HARVESTING: Prepare operational forest harvesting plan

Learners will be able to develop and explain the implementation of an operational harvesting plan - producing optimum logs at the optimum cost within legal and economic constraints.

Advisory Group : Forestry

Unit Standard 1143 * # Level 6** **Credit 15**

FOREST HARVESTING: Prepare operational forest roading and landing plan

Learners will be able to prepare and explain the implementation of operational plans for forest roading and forest landings.

Advisory Group : Forestry

Unit Standard 1125 * # Level 5** **Credit 9**

FOREST INVENTORY: Calculate forest inventory to aid in management of commercial forests

Learners will be able to determine forest inventory for others to use (eg for simple valuation and growth modelling purposes; mid-rotation to aid in long term planning; pre-harvest to determine stocking volumes, piece size, log types, log out-turn etc to be used in the Operational Harvesting Plan).

Advisory Group : Forestry

Unit Standard 1129 * # Level 6** **Credit 6**

FOREST INVENTORY: Use growth models to determine yield predictions

Learners will be able to perform in this specialist area of calculating/ predicting timber yields in forestry, and use this skill to aid in optimising the product.

Advisory Group : Forestry

Unit Standard 1130 * # Level 7** **Credit 3**

FOREST INVENTORY: Determine the valuation of a forest

Learners will be able to determine the value of forest blocks.

Advisory Group : Forestry

Unit Standard 1241 * # Level 2** **Credit 4**

FOREST SILVICULTURE: Demonstrate knowledge of forest silviculture

This unit introduces theory to give learners insight into forest silviculture. At the completion of this unit learners will have viewed forest operations and know the importance of silviculture in forestry and its effects in forest crops.

Advisory Group : Forestry

Unit Standard 1245 * # Level 3** **Credit 2**

FOREST SILVICULTURE: Prune plantation trees from off the ground

At the completion of this unit learners will be able to prune plantation trees from a ladder or climbing device using hand tools. Those wishing to further their skills may progress to Unit 1246, prune plantation trees from off the ground in a production situation.

Advisory Group : Forestry

Unit Standard 1243 * # Level 3** **Credit 6**

FOREST SILVICULTURE: Prune plantation trees from the ground

At the completion of this unit learners will be able to prune plantation trees from the ground, using hand tools. This is not a production unit. Those wishing to further their skills may progress to Unit 1244, Prune plantation trees in a production situation, and Unit 1245, Prune plantation trees from off the ground.

Advisory Group : Forestry

Unit Standard 1246 * # Level 3** **Credit 6**

FOREST SILVICULTURE: Prune plantation trees in a production situation from off the ground

At the completion of this unit learners will be able to maintain a consistent forest industry standard of quality pruning. This will be in a productive range over 90%, to the specifications of a job prescription for the operation.

Advisory Group : Forestry

Unit Standard 1244 * # Level 3** **Credit 9**

FOREST SILVICULTURE: Prune plantation trees in a production situation from the ground

At the completion of this unit learners will be able to maintain a consistent forest industry standard of quality pruning. This will be in a productive range over 90% to the specifications of a job prescription for the operation.

Advisory Group : Forestry

Unit Standard 1237 * # Level 3** **Credit 9**

FOREST SILVICULTURE: Release plantation trees using agrichemicals

Learners completing this unit will be able to release trees from competing plant growth using agrichemicals. This is not a production unit.

Advisory Group : Forestry

Unit Standard 1238 * # Level 3** **Credit 3**

FOREST SILVICULTURE: Release plantation trees using handtools

Learners completing this unit will be able to release trees from competing plant growth using handtools. This is not a production unit.

Advisory Group : Forestry

Unit Standard 1240 * # Level 3** **Credit 3**

FOREST SILVICULTURE: Release plantation trees using handtools in a production situation

This unit is a forest industry unit for people involved in tree releasing. At the completion of the unit learners will be able to release trees using handtools at a rate meeting Forest Industry accepted standards.

Advisory Group : Forestry

Unit Standard 1249 * # Level 3** **Credit 3**

FOREST SILVICULTURE: Thin plantation trees for extraction

At the completion of this unit learners will be able to thin plantation trees for extraction. Those wishing to further their skills may progress to Unit 1250, Thin plantation trees for extraction in a production situation.

Advisory Group : Forestry

Unit Standard 1247 * # Level 3** **Credit 3**

FOREST SILVICULTURE: Thin plantation trees to waste

At the completion of this unit learners will be able to waste thin plantation trees using a chainsaw. Those wishing to further their skills may progress to Unit 1248, Thin plantation trees to waste in a production situation and Unit 1249, Thin plantation trees for extraction.

Advisory Group : Forestry

Unit Standard 1239 * # Level 4** **Credit 3**

FOREST SILVICULTURE: Release plantation trees using agrichemicals in a production situation

This unit is a forest industry unit for people involved in tree releasing. At the completion of this unit learners will be able to release trees using agrichemicals at a rate meeting forest industry accepted standards.

Advisory Group : Forestry

Unit Standard 1242 * # Level 4** **Credit 6**

FOREST SILVICULTURE: Select plantation trees for a final forest crop

Learners completing this unit will recognise the importance of tree selection for final tree crop stocking and will be able to select crop trees prior to or in conjunction with silvicultural pruning and thinning and production thinning. It leads to units on silvicultural pruning and thinning.

Advisory Group : Forestry

Unit Standard 1250 * # Level 4** **Credit 9**

FOREST SILVICULTURE: Thin plantation trees for extraction in a production situation

At the completion of this unit learners will be able to maintain a consistent forest industry standard of quality extraction thinning. This will be in a productive range over 90%, to the specifications of a job prescription for the operation.

Advisory Group : Forestry

Unit Standard 1248 * # Level 4** **Credit 9**

FOREST SILVICULTURE: Thin plantation trees to waste in a production situation

At the completion of this unit learners will be able to maintain a consistent forest industry standard of quality waste thinning. This will be in a productive range over 90%, to the specifications of a job prescription for the operation.

Advisory Group : Forestry

Unit Standard 1138 * # Level 4** **Credit 7**

FOREST TENDING: Demonstrate knowledge of silvicultural operations in commercial forestry

Learners will be able to understand the need for silvicultural operations.

This is a theory unit.

This unit includes the following range of operations: planting, releasing, fertilising, pruning, thinning.

Advisory Group : Forestry

Unit Standard 1134 * # Level 5** **Credit 9**

FOREST TENDING: Demonstrate knowledge of forest health in commercial forestry

Learners will be able to identify and control harmful agencies (including weeds, pests, diseases, people) causing common health disorders (refer special notes) in forest crops.

Advisory Group : Forestry

Unit Standard 1135 * # Level 5** **Credit 3**

FOREST TENDING: Demonstrate knowledge of nutrient management in commercial forestry

Learners will be able to identify nutrition needs and outline nutrient management for different forest types in commercial forestry.

Advisory Group : Forestry

Unit Standard 1139 * # Level 5** **Credit 7**

FOREST TENDING: Demonstrate knowledge of supervision of implementation of silvicultural prescriptions in commercial forestry

Learners will interpret and manage prescriptions for silvicultural forestry operations.

This unit includes the following range of operations: planting, releasing (manual, chemical and aerial), hand fertilising, pruning, thinning.

Advisory Group : Forestry

Unit Standard 1132 * # Level 6** **Credit 14**

FOREST TENDING: Plan forest establishment for commercial forestry

Learners will be able to compare and select optimum methods of forest establishment (land preparation, planting, releasing, fertilising) for the site and required commercial forest product is planned. Prescriptions for planting, and releasing are prepared.

Advisory Group : Forestry

Unit Standard 1133 * # Level 6** **Credit 14**

FOREST TENDING: Plan forest tending for commercial forestry

Learners will be able to compare and select optimum methods of forest tending for the site and forest products planned. Prescriptions for pruning and thinning are prepared.

Advisory Group : Forestry

Unit Standard 1136 * # Level 7** **Credit 10**

FOREST TENDING: Plan management of forest estate for commercial forestry

Learners will integrate knowledge acquired to optimise management of forest estate - including planning and controlling operations.

This unit includes the following forest types: natural forest, plantation forest: exotic softwoods, exotic hardwoods, indigenous softwoods, indigenous hardwoods.

Advisory Group : Forestry

Unit Standard 1211 * # Level 2** **Credit 1**

FORESTRY GENERAL REQUIREMENTS: Apply first line vegetation firefighting measures

This unit is a compulsory introductory unit to the forestry sector. At the completion of the unit learners will be able to apply basic fire fighting measures at a vegetation fire.

Advisory Group : Forestry

Unit Standard 1213 * # Level 2** **Credit 1**

FORESTRY GENERAL REQUIREMENTS: Communicate in the event of forest emergencies

This unit is a compulsory introductory unit to the forestry sector. At the completion of the unit learners will be able to communicate in the event of a forest emergency.

Advisory Group : Forestry

Unit Standard 1214 * # Level 2** **Credit 2**

FORESTRY GENERAL REQUIREMENTS: Demonstrate knowledge of th[illegible]fety code for forest operations

This unit is a compulsory introductory unit to the Forestry Sector. Learners completing the unit will be able to refer to the Safety Code to determine the minimum safety standards applicable before and during any forest operation.

Advisory Group : Forestry

Unit Standard 1215 * # Level 2** **Credit 3**

FORESTRY GENERAL REQUIREMENTS: Maintain personal safety standards in a forest

This unit is a compulsory introductory unit to the Forestry Sector. Learners completing the unit will understand hazards in forest work and be able to apply safety measures for themselves and others.

Advisory Group : Forestry

Unit Standard 1212 * # Level 2** **Credit 1**

FORESTRY GENERAL REQUIREMENTS: Set up and start a motorised portable fire pump

This unit is an introductory unit to vegetation fire fighting in the forestry sector. At the completion of the unit learners will be able to set up and operate a motorised portable fire pump.

Advisory Group : Forestry

Unit Standard 1216 * # Level 2** **Credit 2**

FORESTRY KNOWLEDGE: Demonstrate knowledge of commercial forestry in New Zealand

This is a general theory unit which will give learners an overview of the forestry sector.

Advisory Group : Forestry

Unit Standard 1217 * # Level 2** **Credit 2**

FORESTRY KNOWLEDGE: Demonstrate knowledge of factors affecting the health of a forest

This is a general theory unit. Learners completing this unit will understand the concepts of forest health including protection from disease, insects and animals. This unit leads to other level units on forestry.

Advisory Group : Forestry

Unit Standard 1219 * # Level 2** **Credit 2**

FORESTRY KNOWLEDGE: Demonstrate knowledge of plantation tree improvement

This is a general theory unit. Learners completing this unit will understand the concepts of plantation tree breeding and crop improvement. This unit leads to other level units on plantation tree breeding and genetics.

Advisory Group : Forestry

Unit Standard 1218 * # Level 2** **Credit 2**

FORESTRY KNOWLEDGE: Demonstrate knowledge of the forest growth cycle

This is a general theory unit with a 'field' element. Learners completing this unit will understand the forest growth cycle from land preparation to harvesting. This unit leads to other level units on Forestry.

Advisory Group : Forestry

Unit Standard 1220 * # Level 2** **Credit 2**

FORESTRY KNOWLEDGE: Identify plantation trees

This is an entry level unit for the forestry sector. Learners completing this unit will be able to identify plantation trees, some of their properties and end uses. This unit leads to higher level units on Forestry.

Advisory Group : Forestry

Unit Standard 1221 * # Level 3** **Credit 1**

FORESTRY KNOWLEDGE: Interpret job prescriptions for forest operations

Learners completing this unit will be able to interpret job prescriptions for forest operations.

Advisory Group : Forestry

Unit Standard 1223 * # Level 3** **Credit 6**

FORESTRY OPERATIONS: Establish sample plots for forest harvesting operations

This unit is a practical skills based introduction to forest mensuration. At the completion of the unit learners will be able to establish sample plots and collect harvesting assessment data on forest stands. It will lead to more advanced forest mensuration units at Level 6

Knowledge of log grades or log quality features is desirable.

Advisory Group : Forestry

Unit Standard 1222 * # Level 3** **Credit 6**

FORESTRY OPERATIONS: Establish sample plots for forest silvicultural operations

This unit is a practical skills based introduction to forest mensuration. At the completion of the unit, learners will be able to establish sample plots and collect pre and post assessment data on forest stands. It will lead to more advanced forest mensuration units at level 6.

Advisory Group : Forestry

Unit Standard 1226 * # Level 3** **Credit 6**

FORESTRY OPERATIONS: Scale logs

This unit is a practical skills based one, on forest mensuration. At the completion of the unit learners will be able to use data collection equipment to obtain and record information on log load volumes. This unit may lead to more advanced forest mensuration units.

Advisory Group : Forestry

Unit Standard 1224 * # Level 3** **Credit 2**

FORESTRY OPERATIONS: Use prescription maps for forest operations

This unit is an introduction to maps used in forest operations. At the completion of this unit learners will be able to relate maps to field situations in a forest.

Advisory Group : Forestry

Unit Standard 1225 * # Level 4** **Credit 4**

FORESTRY OPERATIONS: Calculate performance targets for forest operations

This unit forms part of the introduction to forest work measurement. At the completion of the unit learners will be able to use mensuration data collected to determine work targets for forest operations. It may lead to more advanced forestry units at levels 5, 6 and 7.

Advisory Group : Forestry

Unit Standard 1126 * # Level 3** **Credit 8**

TECHNICAL FORESTRY: Demonstrate knowledge of botany of plants for commercial forestry

Learners will be able to explain plant and tree physiology, requirements for growth, reproduction, the classification system and wood properties needed in commercial forestry.

Advisory Group : Forestry

Unit Standard 1128 * # Level 4** **Credit 6**

TECHNICAL FORESTRY: Demonstrate knowledge of earth science for commercial forestry

Learners will understand effects of soils on consequent operations using knowledge of soils, earth science, geology and ecology specific to forestry.

Advisory Group : Forestry

Unit Standard 1127 * # Level 4** **Credit 8**

TECHNICAL FORESTRY: Demonstrate knowledge of wood science for commercial forestry

Learners will be able to explain basic wood properties as related to commercial forestry.

Advisory Group : Forestry

Unit Standard 1123 * # Level 4** **Credit 3**

TECHNICAL FORESTRY: Use maps and photogrammetry to do surveying in commercial forestry

Learners will be able to interpret and use different maps and plans in forestry situations, especially in determining where operations are to occur and in sampling.

Advisory Group : Forestry

Unit Standard 1124 * # Level 4** **Credit 5**

TECHNICAL FORESTRY: Use maths, statistics and sampling for forestry calculations

Learners will be able to apply mathematics and statistics relevant to forestry and sampling.

Advisory Group : Forestry

Unit Standard 1145 * # Level 5** **Credit 2**

TECHNICAL FORESTRY: Demonstrate knowledge of environmental legislation affecting commerical forestry

Learners will be able to apply the Resource Management Act, examine the factors to be considered when drawing up a resource consent application and monitor compliance.

Advisory Group : Forestry

Unit Standard 1146 * # Level 5** **Credit 2**

TECHNICAL FORESTRY: Demonstrate knowledge of health and safety legislation affecting commercial forestry

Learners will have a general understanding of the Health and Safety in Employment Act (1992) and other health and safety factors to be considered in forestry management. This is a theory unit.

Advisory Group : Forestry

Unit Standard 1147 * # Level 5** **Credit 2**

TECHNICAL FORESTRY: Demonstrate knowledge of property legislation affecting commercial forestry

Learners will have a general introduction to legislation and associated regulations affecting property and factors to be considered in forestry management. This is a theory unit.

Advisory Group : Forestry

Unit Standard 1131 * # Level 5** **Credit 4**

TECHNICAL FORESTRY: Demonstrate knowledge of seeds and nurseries in commercial forestry

Learners will be able to outline nursery operations and requirements and demonstrate an understanding of different methods of producing planting stock. This is a theory and practical unit.

Advisory Group : Forestry

Unit Standard 1137 * # Level 7** **Credit 6**

TECHNICAL FORESTRY: Demonstrate knowledge of forestry and its role as a land use

Learners will be familiar with a wide diversity of issues re forestry including perspectives of contribution to economy, use of land, cost benefit analysis and sustainability.

Advisory Group : Forestry

Horticulture

Unit Standard 1666 * # Level 2** **Credit 2**

AMENITY HORTICULTURE: Apply basic gardening techniques

This unit is for people working or intending to work in amenity horticulture. People completing the unit will be able to prepare, plant, and maintain amenity areas and select and care for garden tools.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1667 * # Level 2** **Credit 2**

AMENITY HORTICULTURE: Use and maintain amenity machinery and equipment

This unit is for people who have been working or intending to work in amenity horticulture. People completing the unit will be able to select, service, and operate safely a range of common amenity machinery and equipment.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1668 * # Level 3** **Credit 4**

AMENITY HORTICULTURE: Demonstrate knowledge of common amenity plant pests, diseases and disorders

This unit is for people who have been working or intending to work in amenity horticulture. People completing the unit will be able to recognise general symptoms and distinguish between pests, diseases and disorders and outline the general principles of control.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1672 * # Level 3** **Credit 3**

AMENITY HORTICULTURE: Demonstrate knowledge of pruning and training amenity plants

This unit is for people who have been working or intending to work in amenity horticulture. People completing the unit will be able to describe the principles of pruning shrubs and small trees and select appropriate tools.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1670 * # Level 3** **Credit 6**

AMENITY HORTICULTURE: Identify and classify trees, shrubs and climbers used in landscaping and amenity horticulture

This unit is for people who have been working or intending to work in amenity horticulture. People completing the unit will compile and be able to identify a collection of trees, shrubs and climbers common to their geographic area and specify their general requirements.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1669 * # Level 3** **Credit 4**

AMENITY HORTICULTURE: Identify common weeds in amenity areas and describe control measures

This unit is for people who have been working or intending to work in amenity horticulture. People completing the unit will compile and be able to identify a collection of common weeds and describe how they survive and spread.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1671 * # Level 3** **Credit 5**

AMENITY HORTICULTURE: Select and plant annuals, perennials and bulbs

This unit is for people who have been working or intending to work in amenity horticulture. People completing the unit will compile and be able to identify a collection of common annuals, herbaceous perennials and bulbs. Garden areas will be prepared, planted and maintained.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1673 * # Level 3** **Credit 7**

AMENITY HORTICULTURE: Sow, lay, and maintain amenity turf

This unit is for people who have been working or intending to work in amenity horticulture. People completing the unit will be able to establish an area of turf by seeding or turfing and maintain the newly sown or planted surface.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1679 * # Level 4** **Credit 4**

AMENITY HORTICULTURE: Manage bush remnants

This unit is for people working or intending to work in amenity horticulture. Learners completing the unit will be able to assess the condition of bush remnants, identify problems, and plan, with consultation, a management programme that will prevent further deterioration and allow recovery to the natural state to occur.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1681 * # Level 4** **Credit 5**

AMENITY HORTICULTURE: Manage conservatories

This unit is for people working or intending to work in amenity horticulture. The unit will enable the learner to assist in planning an appropriate climate for a conservatory, then set up, monitor, and maintain the desired climate. The learner will also be able to plan and implement a maintenance programme for conservatory displays and conservatory structures.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1677 * # Level 4** **Credit 5**

AMENITY HORTICULTURE: Prune and train amenity plants

This unit will enable the learner to evaluate plants and their relationship with their site, and so determine pruning necessary to maximise aesthetic benefits and to meet user needs. The learner will be able to demonstrate pruning techniques on a range of different plant types to promote flowering, promote specified growth patterns, repair damage, and/or plant shape.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1678 * # Level 4** **Credit 4**

AMENITY HORTICULTURE: Revegetate amenity areas

This unit is for people working or intending to work in amenity horticulture. The unit will give the learner an understanding of basic ecological principles. After completing this unit, the learner will be able to investigate areas to be revegetated, assess the plant community types that would be naturally present, plan (with consultation), and implement a revegetation programme selecting plants with regard to genetic purity.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1675 * # Level 4** **Credit 5**

AMENITY HORTICULTURE: Select control programmes for amenity plant diseases and disorders

This unit is for people who have been working or intending to work in amenity horticulture. Learners completing the unit will be able to accurately identify plant diseases and disorders found on amenity horticultural plants, and design an appropriate control programme.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1674 * # Level 4** **Credit 5**

AMENITY HORTICULTURE: Select control programmes for amenity plant pests

This unit is for people who have been working or intending to work in amenity horticulture. Learners completing the unit will be able to accurately identify pests found on amenity horticultural plants, and design an appropriate control programme.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1676 * # Level 4** **Credit 6**

AMENITY HORTICULTURE: Select plants for landscaping and amenity horticulture

This unit is for people working or intending to work in landscaping or amenity horticulture. Learners completing the unit will be able to use acknowledged reference material to identify and classify a range of plants less commonly used in landscaping or amenity horticulture. The learners will also be able to describe physical characteristics, cultural requirements, and appropriate uses, and specify suitable plants to satisfy particular site requirements.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1680 * # Level 4** **Credit 5**

AMENITY HORTICULTURE: Set up and maintain plant displays

This unit is intended for use by people working or intending to work in amenity horticulture. It will enable the learner to identify by observation a range of plants commonly used in indoor displays, and use basic design principles to plan indoor and outdoor plant displays for a variety of purposes. The learner will be able to select appropriate plants for particular displays, with regard to site conditions and design brief. The learner will also be able to prepare and implement a programme to maintain the display in neat and healthy condition.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 786 **Level 2** **Credit 1**

FRUIT PRODUCTION: Plant fruit plants in orchard or vineyard sites

This unit is for people training to work on orchards or vineyards. People completing this unit will be able to receive fruit plants and care for them until ready to plant them, then plant them so that they have a good chance of survival.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 837 **Level 2** **Credit 2**

FRUIT PRODUCTION: Use and maintain hand pruning equipment including orchard ladders and platforms

This unit is for people training to work with fruit crops. People completing this unit will be able to safely use and maintain secateurs, loppers and hand saws, and safely and efficiently use ladders.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 775 **Level 3** **Credit 2**

FRUIT PRODUCTION: Artificially pollinate a kiwifruit crop

This unit is for people starting work in the kiwifruit industry. People completing this unit will be able to pollinate a kiwifruit crop by hand or using pollination equipment.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 791 **Level 3** **Credit 3**

FRUIT PRODUCTION: Build and maintain support structures for fruit crops

This unit is for people working in orchards or vineyards. People completing this unit will be able to erect support structures for fruit crops to a given design, and repair broken structures.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 787 **Level 3** **Credit 2**

FRUIT PRODUCTION: Mark positions for fruit plants in a new block

This unit is for people working on orchards or vineyards. People completing this unit will be able to decide how to lay out a block of fruit plants and to accurately mark plant positions at a stated spacing in a given block of land.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 832 **Level 3** **Credit 3**

FRUIT PRODUCTION: Prune and tie up brambles and prune and train other berry crops

This unit is for people working in berry gardens. People completing this unit will be able to distinguish between primo- and fructicanes, prune brambles, and tie them up in a pre-determined system, recognise fruitful wood, and prune other berry crops to a pre-determined system.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 774 **Level 3** **Credit 2**

FRUIT PRODUCTION: Use and maintain a grape leaf trimmer

This unit is for people working in vineyards. People completing this unit will be able to decide when to use a leaf trimmer, and use and maintain it safely and efficiently.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 773 **Level 3** **Credit 2**

FRUIT PRODUCTION: Use and maintain a hydroladder

This unit is for people working in orchards. People completing this unit will be able to use and maintain a hydroladder safely and efficiently.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 836 **Level 3** **Credit 2**

FRUIT PRODUCTION: Use and maintain hydraulic and pneumatic equipment

This unit is for people training in orchards. People completing this unit will be able to safely use and maintain hydraulic and pneumatic pruning equipment.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 788 **Level 3** **Credit 2**

FRUIT PRODUCTION: Use and maintain orchard mowers and mulchers

This unit is for people working on orchards or vineyards. People completing this unit will be able to decide when an orchard or vineyard should be mown, and mow it, maintaining the equipment.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 792 **Level 4** **Credit 2**

FRUIT PRODUCTION: Build and maintain cherry covers or bird cages

This unit is for people working on cherry properties or those growing fruit with major bird problems. People completing this unit will be able to build and maintain covers to protect maturing cherries from rain, or build and maintain bird-proof cages around orchard blocks.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 806 **Level 4** **Credit 2**

FRUIT PRODUCTION: Calibrate and check sizing equipment

This unit is for people working on orchards. People completing this unit will be able to calibrate sizing machines, check them periodically, and make any adjustments necessary.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 834 **Level 4** **Credit 2**

FRUIT PRODUCTION: Graft mature fruit plants

This unit is for people working on orchards or vineyards.

People completing this unit will be able to select and store suitable scion wood, decide when to graft mature plants and which technique is appropriate, and carry out the grafting.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 776 **Level 4** **Credit 3**

FRUIT PRODUCTION: Manage pollination of a fruit crop

This unit is for people working in orchards. People completing this unit will be able to determine when hives should be brought into the orchard and where to place them, communicate with the beekeeper to negotiate a contract, bring the bees in, maintain them, and take them out again.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 777 **Level 4** **Credit 3**

FRUIT PRODUCTION: Thin fruit to optimise crop loading

This unit is for people working in the fruit industry. People completing this unit will be able to decide if hand or chemical thinning of flowers or a crop is appropriate, and select suitable methods and timing to thin the crop in order to optimise crop loading. Record relevant information.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 830 **Level 4** **Credit 5**

FRUIT PRODUCTION: Train and prune fruit tree crops

This unit is for people working on orchards. People completing this unit will be able to:

-explain plant responses to pruning, and train young trees on a pre-determined system;

-recognise fruitful wood, and prune producing trees to an established system, including summer pruning.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 803 **Level 4** **Credit 3**

FRUIT PRODUCTION: Use and maintain berry or grape harvesters

This unit is for people working on berry gardens or vineyards. People completing this unit will be able to set up, adjust, use, and maintain a berry harvester or a grape harvester.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 809 **Level 4** **Credit 3**

FRUIT PRODUCTION: Use and maintain packhouse plant

This unit is for people working in a fruit packaging facility. People completing this unit will be able to use, adjust and maintain all the items of plant in a packhouse.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 810 **Level 4** **Credit 5**

FRUIT PRODUCTION: Use and maintain winery plant

This unit is for people working is a winery. People completing this unit will under supervision be able to use, adjust, clean, and maintain the items of plant found in a winery.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1009 **Level 2** **Credit 2**

HARD LANDSCAPE: Select timber for landscape features

People credited with this unit will be able to select timber which is free from insect and fungal attack and suitable for use in landscape features.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1017 **Level 3** **Credit 4**

HARD LANDSCAPE: Construct landscape features using proprietary features

People credited with this unit will be able to construct a range of landscape features using proprietary units in accordance with site drawings and specifications and manufacturer's requirements.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1010 **Level 3** **Credit 3**

HARD LANDSCAPE: Define brick and block features in landscape work

People credited with this unit will be able to explain the basic manufacture process of bricks and blocks and identify the requirements for construction of brick and block landscape features.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1012 **Level 3** **Credit 3**

HARD LANDSCAPE: Define reinforced concrete requirements for use in landscape work

People credited with this unit will be able to show the use of formwork, reinforcing, and concrete in the construction of a given range of reinforced concrete landscape features.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1014 **Level 3** **Credit 3**

HARD LANDSCAPE: Define the requirements of stone features in landscape work

People credited with this unit will be able to define the types and sources of stone used in landscape construction work, explain and draw methods of dry and wet construction, and define the requirements of the materials and methods used.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1016 **Level 3** **Credit 3**

HARD LANDSCAPE: Erect metal features in landscape work

People credited with this unit will be able to locate and erect metal landscape features in accordance with drawings and specification and protect surface coatings during installation.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 992 **Level 3** **Credit 4**

HARD LANDSCAPE: Install drainage systems used in landscaping

People credited with this unit will be able to install a range of drainage systems commonly used in landscaping.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1004 **Level 3** **Credit 4**

HARD LANDSCAPE: Lay base and establish edgings for hard surfaces in landscaping

People credited with this unit will be able to establish the base for hard surfaces and establish edgings for hard surfaces in landscape work.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 996 **Level 3** **Credit 4**

HARD LANDSCAPE: Mix and place concrete to specification in landscape work

People credited with this unit will be able to explain the basic principles of concrete mix design and manufacture for landscape work and be able to mix, place, finish and cure the concrete to specification.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1011 **Level 4** **Credit 7**

HARD LANDSCAPE: Construct brick and block features in landscape work

People credited with this unit will be able to construct a range of brick and block landscape features to the requirements of New Zealand Standard 4210:1989.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1013 **Level 4** **Credit 7**

HARD LANDSCAPE: Construct reinforced concrete features in landscape work

People credited with this unit will be able to erect formwork, prepare and fix reinforcing and mix and place concrete to the requirements of New Zealand Standard 3124: 1987.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1015 **Level 4** **Credit 7**

HARD LANDSCAPE: Construct stone features in landscape work

People credited with this unit will be able to construct mortared and dry stone landscape features and use stone as a facing material on reinforced concrete backed features.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1018 **Level 4** **Credit 4**

HARD LANDSCAPE: Install rocks as features in landscape work

People credited with this unit will be able to identify common types and sources of rock available and install rocks as features in landscape work.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1020 **Level 4** **Credit 6**

HARD LANDSCAPE: Install watering systems for landscape work

People credited with this unit will be able to calculate application rates for a watering system, select and fit elements of the system and test and adjust the installed system to meet the requirements of the site specification.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1005 **Level 4** **Credit 5**

HARD LANDSCAPE: Lay concrete, brick and precast concrete units as a hard surface in landscaping

People credited with this unit will be able to order materials and place concrete, clay pavers and precast concrete units to specification as a hard surface in landscape work.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1006 **Level 4** **Credit 5**

HARD LANDSCAPE: Lay natural stone, slate and tile as hard surfaces in landscaping

People credited with this unit will be able to order materials and lay natural stone, slate, and tile as a hard surface in landscape work.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1007 **Level 4** **Credit 6**

HARD LANDSCAPE: Lay sundry materials as hard surfaces in landscaping

People credited with this unit will be able to lay a range of sundry materials as hard surfaces in landscape work.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1019 **Level 5** **Credit 6**

HARD LANDSCAPE: Construct water features in landscape work

People credited with this unit will be able to identify the characteristics of water features in landscape work, install pumps and water circulation systems and construct water features to the requirements of drawings and specifications.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1027 **Level 2** **Credit 3**

LANDSCAPE SKILLS: Define the implications of landscaping activities

People credited with this unit will be able to describe the pre-human New Zealand landscape and identify the factors which have influenced change. They will also be able to explain in basic terms, the sociological, ecological, climatic, environmental and cultural implications of landscape work.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 991 **Level 2** **Credit 1**

LANDSCAPE SKILLS: Describe the landscape industry

People credited with this unit will be able to describe the range of work undertaken in the landscape industry; identify training opportunities and requirements; and explain the role and function of the New Zealand Institute of Landscape Architects (NZILA) and the New Zealand Landscape Guild (NZLG).

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1001 **Level 3** **Credit 2**

LANDSCAPE SKILLS: Carry out primary site preparation for landscape work

People credited with this unit will be able to undertake preparation for landscape work on a given site and establish liaison with client and neighbours on matters relating to that work.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1003 **Level 3** **Credit 4**

LANDSCAPE SKILLS: Contour site and excavate for features in landscape work

People credited with this unit will be able to undertake excavation and contour work on a landscape site using hand tools and light mechanical equipment.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1026 **Level 3** **Credit 3**

LANDSCAPE SKILLS: Demonstrate understanding of history and traditions of landscaping

People credited with this unit will be able to identify the characteristics of influential trends in the history of landscaping and identify the characteristics of a range of landscape themes.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 998 **Level 3** **Credit 5**

LANDSCAPE SKILLS: Demonstrate understanding of landscape design principles

People credited with this unit will be able to describe the principles of design and their application in selected examples of landscape work.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1021 **Level 3** **Credit 5**

LANDSCAPE SKILLS: Draught working drawings for landscaping

People credited with this unit will be able to produce working drawings for a simple landscape project which are suitable for presentation and on-site use.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 997 **Level 3** **Credit 5**

LANDSCAPE SKILLS: Identify and explain the scope of regulatory requirements applying to landscape work

People credited with this unit will be able to identify the main Acts, Regulations and Orders which control landscape work and explain their general scope and focus.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1002 **Level 3** **Credit 6**

LANDSCAPE SKILLS: Set out landscape site and site features from drawings

People credited with this unit will be able to interpret site drawings to set out a landscape site and particular landscape features using measuring and levelling equipment.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1008 **Level 3** **Credit 5**

LANDSCAPE SKILLS: Use freehand drawing as a communication tool in landscaping

People credited with this unit will be able to use freehand drawing to communicate ideas and problem solutions in landscaping work.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1025 **Level 4** **Credit 5**

LANDSCAPE SKILLS: Describe and install lighting in landscaping

People credited with this unit will be able to describe and install lighting in landscape work, explain the switching systems used and do the work which may be undertaken by people who are not registered electricians.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1028 **Level 4** **Credit 6**

LANDSCAPE SKILLS: Investigate landscape work and prepare site analysis

People credited with this unit will be able to deal with enquiries relating to landscape work, visit a potential client to assess factors which will influence work to be done and prepare an analysis of the site.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1000 **Level 5** **Credit 5**

LANDSCAPE SKILLS: Prepare a schedule of quantities for a landscape proposal

People credited with this unit will be able to work from drawings and specifications to prepare a schedule of quantities for a landscape proposal in accordance with New Zealand Standard 4202.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 999 **Level 5** **Credit 10**

LANDSCAPE SKILLS: Prepare and present a landscape proposal

People credited with this unit will be able to prepare a basic landscape proposal for presentation to a client, assess and document client response and make required amendments to the proposal for re-presentation.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1029 **Level 5** **Credit 15**

LANDSCAPE SKILLS: Present a specialisation project in landscape

People credited with this unit will have identified an area of specialisation in landscaping, undertaken a review of work which has been completed in that area, examined a specific project featuring that specialisation, spent time working in that area of specialisation and presented documented evidence of findings and work undertaken.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 814 **Level 2** **Credit 3**

NURSERY PRODUCTION: Demonstrate elementary plant propagation

This unit represents the range of knowledge and skills people first become involved with in initial placement in the nursery industry. People completing this unit will be able to raise plants by seed, simple plant divisions, and basic cutting techniques. They will also understand the differences between sexual and asexual propagation.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 813 **Level 2** **Credit 4**

NURSERY PRODUCTION: Prepare plant containers and mix media constituents

This unit is for people training in the nursery industry. People completing this unit will be able to identify a range of pots, bags, root trainers, trays etc, and clean them ready for re-use. They will also recognise ingredients commonly used in media mixes, state the qualities of each and measure and mix them to a pre-determined recipe.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 820 **Level 3** **Credit 3**

NURSERY PRODUCTION: Grow plants in containers

This unit is for people working in nurseries. People completing this unit will be able to grow plants in containers until they are ready for sale.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 835 **Level 3** **Credit 4**

NURSERY PRODUCTION: Prune and train a nursery crop

This unit is for people training in nursery production. People completing this unit will be able to prune and shape nursery crops.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 822 **Level 4** **Credit 3**

NURSERY PRODUCTION: Grow plants in the open ground

This unit is for people working in nurseries. People completing this unit will be able to grow plants in the open ground and lift and prepare them for sale.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 817 **Level 4** **Credit 3**

NURSERY PRODUCTION: Propagate plants by cuttings

This unit represents the range of skills ne ded to propagate plants by cuttings. People completing this unit will be able to manage parent plants, and choose appropriate material, methods and rooting environments.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 818 **Level 4** **Credit 3**

NURSERY PRODUCTION: Propagate plants by division

This unit represents the range of skills needed to propagate plants by division. People completing this unit will be able to propagate plants by a range of division techniques currently used in the nursery industry.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 815 **Level 4** **Credit 3**

NURSERY PRODUCTION: Propagate plants from seed

This unit represents the range of skills needed to propagate plants from seed. People completing this unit will be able to co-ordinate seedling production from seed collection through storage to germination and containerisation and including record keeping.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 772 **Level 2** **Credit 10**

PRODUCTION HORTICULTURE: Demonstrate a basic knowledge of the structure of plants and the functions of the different parts

This unit is for people training to work in horticulture. People completing this unit will be able to identify the structures of a plant, state what the functions of each are, and describe in general terms the main processes of plant life.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 823 **Level 2** **Credit 3**

PRODUCTION HORTICULTURE: Demonstrate knowledge of agricultural chemicals

This is an entry level unit for people training in production horticulture. People completing this unit will be able to read and interpret the label of an agricultural chemical.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1797 **Level 2** **Credit 4**

PRODUCTION HORTICULTURE: Demonstrate knowledge of horticultural production - floriculture

This unit is for people entering a branch of the production horticulture industry, and considering a career in it. People completing this unit will be able to recognise common crops grown in a particular branch of the industry in New Zealand and describe their main characteristics and functions, and some cultivar names. They will be able to describe the common marketing channels, and be aware of factors affecting personal safety while on the job.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 816 **Level 2** **Credit 4**

PRODUCTION HORTICULTURE: Demonstrate knowledge of horticultural production - fruit production

This unit is for people entering a branch of the production horticulture industry, and considering a career in it. People completing this unit will be able to recognise common crops grown in a particular branch of the industry in New Zealand and describe their main characteristics and functions, and some cultivar names. They will be able to describe the common marketing channels and be aware of factors affecting personal safety while on the job.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1798 **Level 2** **Credit 4**

PRODUCTION HORTICULTURE: Demonstrate knowledge of horticultural production - nursery production

This unit is for people entering a branch of the production horticulture industry, and considering a career in it. People completing this unit will be able to recognise common crops grown in a particular branch of the industry in New Zealand and describe their main characteristics and functions, and some cultivar names. They will be able to describe the common marketing channels, and be aware of factors affecting personal safety while on the job.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1796 **Level 2** **Credit 4**

PRODUCTION HORTICULTURE: Demonstrate knowledge of horticultural production - vegetable production

This unit is for people entering a branch of the production horticulture industry, and considering a career in it. People completing this unit will be able to recognise common crops grown in a particular branch of the industry in New Zealand and describe their main characteristics and functions, and some cultivar names. They will be able to describe the common marketing channels, and be aware of factors affecting personal safety while on the job.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1801 **Level 2** **Credit 2**

PRODUCTION HORTICULTURE: Identify plants - floriculture

This unit is for people training for a career in horticulture. People completing this unit will be able to identify the major divisions, sub-divisions and classes in the plant kingdom, recognise plants from the major families important to production horticulture, and name common plants important to a branch of production horticulture.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 821 **Level 2** **Credit 2**

PRODUCTION HORTICULTURE: Identify plants - fruit production

This unit is for people training for a career in horticulture. People completing this unit will be able to identify the major divisions, sub-divisions and classes in the plant kingdom, recognise plants from the major families important to production horticulture, and name common plants important to a branch of production horticulture.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1800 **Level 2** **Credit 2**

PRODUCTION HORTICULTURE: Identify plants - nursery production

This unit is for people training for a career in horticulture. People completing this unit will be able to identify the major divisions, sub-divisions and classes in the plant kingdom, recognise plants from the major families important to production horticulture, and name common plants important to a branch of production horticulture.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1799 **Level 2** **Credit 2**

PRODUCTION HORTICULTURE: Identify plants - vegetable production

This unit is for people training for a career in horticulture. People completing this unit will be able to identify the major divisions, sub-divisions and classes in the plant kingdom, recognise plants from the major families important to production horticulture, and name common plants important to a branch of production horticulture.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 780 **Level 2** **Credit 3**

PRODUCTION HORTICULTURE: Install irrigation systems

This unit is for people training in production horticulture. People completing this unit will be able to assist in installing irrigation systems for production horticulture.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 779 **Level 2** **Credit 3**

PRODUCTION HORTICULTURE: Maintain irrigation systems

This is an entry level unit. People completing the unit will be able to assist in maintaining an irrigation system used in outdoor horticultural production.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1789 **Level 2** **Credit 3**

PRODUCTION HORTICULTURE: Pack and despatch pre-graded horticultural product - floriculture

This unit is for people working in packhouses for production horticulture. People completing this unit will be able to assemble the appropriate packs, pack product into them, close packed containers, mark them, stack them according to industry specifications, and complete the necessary documentation for a consignment of produce.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 807 **Level 2** **Credit 3**

PRODUCTION HORTICULTURE: Pack and despatch pre-graded horticultural product - fruit production

This unit is for people working in packhouses for production horticulture. People completing this unit will be able to assemble the appropriate packs, pack product into them, close packed containers, mark them, stack them according to industry specifications, and complete the necessary documentation for a consignment of produce.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1788 **Level 2** **Credit 3**

PRODUCTION HORTICULTURE: Pack and despatch pre-graded horticultural product - nursery production

This unit is for people working in packhouses for production horticulture. People completing this unit will be able to assemble the appropriate packs, pack product into them, close packed containers, mark them, stack them according to industry specifications, and complete the necessary documentation for a consignment of produce.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1787 **Level 2** **Credit 3**

PRODUCTION HORTICULTURE: Pack and despatch pre-graded horticultural product - vegetable production

This unit is for people working in packhouses for production horticulture. People completing this unit will be able to assemble the appropriate packs, pack product into them, close packed containers, mark them, stack them according to industry specifications, and complete the necessary documentation for a consignment of produce.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 785 **Level 2** **Credit 1**

PRODUCTION HORTICULTURE: Plant seedlings in open ground

This unit is for people training to work in nurseries, floriculture, or vegetable production properties. People completing this unit will be able to plant seedlings at the correct spacing and so that they have a good chance of survival.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 838 **Level 2** **Credit 2**

PRODUCTION HORTICULTURE: Pollinate a greenhouse tomato crop

This unit is for people starting work in the greenhouse tomato industry. People completing this unit will be able to use mechanical bees or other mechanical methods to pollinate tomato flowers, and recognise and use chemicals suitable to pollinate tomato crops.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1795 **Level 2** **Credit 3**

PRODUCTION HORTICULTURE: Store horticultural produce - floriculture

This unit is for people working on horticultural properties. People completing this unit will be able to place produce in the appropriate storage conditions safely and efficiently, and maintain a stock-keeping system.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 811 **Level 2** **Credit 3**

PRODUCTION HORTICULTURE: Store horticultural produce - fruit production

This unit is for people working on horticultural properties. People completing this unit will be able to place produce in the appropriate storage conditions safely and efficiently, and maintain a stock-keeping system.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1794 **Level 2** **Credit 3**

PRODUCTION HORTICULTURE: Store horticultural produce - nursery production

This unit is for people working on horticultural properties. People completing this unit will be able to place produce in the appropriate storage conditions safely and efficiently, and maintain a stock-keeping system.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1793 **Level 2** **Credit 3**

PRODUCTION HORTICULTURE: Store horticultural produce - vegetable production

This unit is for people working on horticultural properties. People completing this unit will be able to place produce in the appropriate storage conditions safely and efficiently, and maintain a stock-keeping system.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 829 **Level 2** **Credit 2**

PRODUCTION HORTICULTURE: Use correct botanical nomenclature when writing plant names

This unit is for people working in the nursery industry and in senior sectors in other branches of production horticulture. People completing this unit will be able to use correct botanical nomenclature to write the name of any plant.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 824 **Level 2** **Credit 2**

PRODUCTION HORTICULTURE: Use, maintain and store safety equipment for use with agricultural chemicals

This unit is for people undertaking training in production horticulture. People completing this unit will be able to interpret labels on chemical containers and decide what protective equipment to use with them, use the safety equipment correctly, and maintain it according to its manufacturer's instructions.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 794 **Level 3** **Credit 4**

PRODUCTION HORTICULTURE: Control the greenhouse environment

This unit is for people working in greenhouse production systems. People completing this unit will be able to use, maintain and adjust equipment to control the greenhouse environment as directed.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 771 **Level 3** **Credit 3**

PRODUCTION HORTICULTURE: Demonstrate knowledge of organisations important to production horticulture

This unit is for people entering the production horticulture industry. People completing this unit will be able to state in broad terms the main areas of horticultural production in New Zealand, what crops are grown where, distinguish between the servicing and political organisations important to production horticulture, and state the structures and functions of the main ones in general terms.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 826 **Level 3** **Credit 3**

PRODUCTION HORTICULTURE: Demonstrate knowledge of principles involved in agricultural chemical use

This unit is for people training in the production horticulture sector. People completing this unit will be able to explain how different families of chemicals work, and suggest chemicals to apply in particular situations. Use specific First Aid procedures. Recognise if purchasing, storage, using and disposal of agricultural chemicals practices are legal.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 799 **Level 3** **Credit 2**

PRODUCTION HORTICULTURE: Erect and maintain shadehouses

This unit is for people working in nursery production systems. People completing this unit will be able to erect and maintain a simple shadehouse.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 795 **Level 3** **Credit 2**

PRODUCTION HORTICULTURE: Establish and maintain support systems for greenhouse crops; remove the support systems

This unit is for people working in greenhouse production systems. People completing this unit will be able to erect support members and wires or twines for a support system for a greenhouse crop.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticuiture)

Unit Standard 1786 **Level 3** **Credit 3**

PRODUCTION HORTICULTURE: Grade horticultural product to pre-determined criteria - floriculture

This unit is for people working in the production horticulture industry. People completing this unit will be able to recognise all defects common to a horticultural crop, and sort product into grades as set.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1784 **Level 3** **Credit 3**

PRODUCTION HORTICULTURE: Grade horticultural product to pre-determined criteria - fruit production

This unit is for people working in the production horticulture industry. People completing this unit will be able to recognise all defects common to a horticultural crop, and sort product into grades as set.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1785 **Level 3** **Credit 3**

PRODUCTION HORTICULTURE: Grade horticultural product to pre-determined criteria - nursery production

This unit is for people working in the production horticulture industry. People completing this unit will be able to recognise all defects common to a horticultural crop, and sort product into grades as set.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 805 **Level 3** **Credit 3**

PRODUCTION HORTICULTURE: Grade horticultural product to pre-determined criteria - vegetable production

This unit is for people working in the production horticulture industry. People completing this unit will be able to recognise all defects common to a horticultural crop, and sort product into grades as set.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 798 **Level 3** **Credit 4**

PRODUCTION HORTICULTURE: Maintain a nutrient film technique (NFT) system

This unit is for people working in greenhouse production systems. People completing this unit will be able to monitor nutrient levels, water temperature and flow, adjust as necessary, and maintain plants in the nutrient film technique (NFT) system.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 797 **Level 3** **Credit 5**

PRODUCTION HORTICULTURE: Maintain greenhouse hygiene

This unit is for people training in greenhouse production systems. People completing this unit will be able to explain the reason for hygiene, remove all crop residues, and thoroughly disinfect a greenhouse. Leach the soil and assist with using steam equipment or chemical applicators to fumigate soil in a greenhouse safely.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 790 **Level 3** **Credit 3**

PRODUCTION HORTICULTURE: Prevent frost damage

This unit is for people training in production horticulture work. People completing this unit will be able to check frost alarms and frost protection equipment, decide when to commence frost protection measures, and operate a given frost protection system. They will know when to stop using frost protection measures.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 833 **Level 3** **Credit 3**

PRODUCTION HORTICULTURE: Prune and train a floricultural crop

This unit is for people training in floriculture. People completing this unit will be able to prune and disbud a flower crop.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1062 **Level 3** **Credit 3**

PRODUCTION HORTICULTURE: Select and harvest individual pieces of produce

This is an entry level unit for working in production horticulture. People completing this unit will be able to selectively harvest a horticulture crop so that it is not damaged, and the crop meeting the selection criteria is harvested reasonably quickly.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 831 **Level 3** **Credit 4**

PRODUCTION HORTICULTURE: Train and prune vine crops

This unit is for people working on orchards or vineyards. People completing this unit will be able to:

-explain vine responses to pruning;

-train young vines on a pre-determined system;

-recognise fruitful wood, and prune productive vines to an established system, including summer pruning.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 801 **Level 3** **Credit 1**

PRODUCTION HORTICULTURE: Transport harvested crop to the depot

This unit is for people training on horticultural properties. People completing this unit will be able to place containers ready for harvesters to fill them in such a way that walking time is minimised, and produce is kept shaded. Collect containers and take them to the depot for storage or processing.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 827 **Level 3** **Credit 3**

PRODUCTION HORTICULTURE: Use, maintain and calibrate dusting and misting systems for applying agricultural chemicals

This unit is for people training in production horticulture. People completing the unit will be able to prepare and apply pesticides safely and effectively, using dusting and misting applicators.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 782 **Level 4** **Credit 2**

PRODUCTION HORTICULTURE: Apply plant nutrients through an irrigation system

This unit is for people working on commercial horticultural properties. People completing this unit will be able to dilute water soluble nutrients, and calibrate applicators so that a stated quantity of nutrient is applied. Flush out the equipment, and monitor plant growth.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 819 **Level 4** **Credit 4**

PRODUCTION HORTICULTURE: Bud and graft young plants

This unit is for people working in nursery situations. People completing this unit will be able to select and store suitable scion wood, decide when to bud or graft young plants and which technique is appropriate, and carry out the budding or grafting.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 793 **Level 4** **Credit 4**

PRODUCTION HORTICULTURE: Build artificial shelter systems

This unit is for people working in production horticulture. People completing this unit will be able to explain the needs for shelter, and build and maintain an artificial shelter system to a set of specifications.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 812 **Level 4** **Credit 2**

PRODUCTION HORTICULTURE: Conduct pre-harvest crop assessment

This unit is for people working on horticultural properties. People completing this unit will be able to select random plants or areas, assess the quantity and quality of produce there, and estimate the saleable quantity of the crop in the block.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 789 **Level 4** **Credit 4**

PRODUCTION HORTICULTURE: Demonstrate knowledge of basic legal requirements affecting property ownership and staff employment

This unit is for people entering the production horticulture industry, and planning to make a career in it. People completing this unit will be able to state in general terms the legal responsibilities of property purchasers and owners and those employing staff.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 778 **Level 4** **Credit 2**

PRODUCTION HORTICULTURE: Distinguish between fertilisers and calculate the cost per gram of plant-usable nutrient in fertilisers of different analysis and price

This unit is for people undertaking training in the production horticulture industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to take a fertiliser analysis, and calculate costings for the plant-available chemical, transport and application costs.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 796 **Level 4** **Credit 3**

PRODUCTION HORTICULTURE: Erect and maintain greenhouses

This unit is for people working in greenhouse production systems. People completing the unit will be able to erect a simple greenhouse, and carry out all maintenance on a greenhouse structure or sheathing.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1792 **Level 4** **Credit 3**

PRODUCTION HORTICULTURE: Implement a horticultural packaging system - floriculture

This unit is for people working in packhouses for production horticulture. People completing this unit will be able to estimate needs and order packaging materials, design a flow system for them, and ensure that quality is maintained.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 808 **Level 4** **Credit 3**

PRODUCTION HORTICULTURE: Implement a horticultural packaging system - fruit production

This unit is for people working in packhouses for production horticulture. People completing this unit will be able to estimate needs and order packaging materials, design a flow system for them, and ensure that quality is maintained.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1791 **Level 4** **Credit 3**

PRODUCTION HORTICULTURE: Implement a horticultural packaging system - nursery production

This unit is for people working in packhouses for production horticulture. People completing this unit will be able to estimate needs and order packaging materials, design a flow system for them, and ensure that quality is maintained.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1790 **Level 4** **Credit 3**

PRODUCTION HORTICULTURE: Implement a horticultural packaging system - vegetable production

This unit is for people working in packhouses for production horticulture. People completing this unit will be able to estimate needs and order packaging materials, design a flow system for them, and ensure that quality is maintained.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1807 **Level 4** **Credit 3**

PRODUCTION HORTICULTURE: Monitor levels of pests, disease, and beneficial organisms and take action when pre-determined threshold levels are reached - floriculture

This unit is for people working in production horticulture. People completing this unit will be able to be given a threshold of pest, beneficial insects, or disease infection numbers, and monitor plants so that they are able to take pre-determined action when the threshold is reached.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 828 **Level 4** **Credit 3**

PRODUCTION HORTICULTURE: Monitor levels of pests, disease, and beneficial organisms and take action when pre-determined threshold levels are reached - fruit

This unit is for people working in production horticulture. People completing this unit will be able to be given a threshold of pest, beneficial insects, or disease infection numbers, and monitor plants so that they are able to take pre-determined action when the threshold is reached.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1806 **Level 4** **Credit 3**

PRODUCTION HORTICULTURE: Monitor levels of pests, disease, and beneficial organisms and take action when pre-determined threshold levels are reached - nursery

This unit is for people working in production horticulture. People completing this unit will be able to be given a threshold of pest, beneficial insects, or disease infection numbers, and monitor plants so that they are able to take pre-determined action when the threshold is reached.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1805 **Level 4** **Credit 3**

PRODUCTION HORTICULTURE: Monitor levels of pests, disease, and beneficial organisms and take action when pre-determined threshold levels are reached - vegetable

This unit is for people working in production horticulture. People completing this unit will be able to be given a threshold of pest, beneficial insects, or disease infection numbers, and monitor plants so that they are able to take pre-determined action when the threshold is reached.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 781 **Level 4** **Credit 2**

PRODUCTION HORTICULTURE: Operate and maintain an irrigation regime

This unit is for people working on commercial horticultural properties. People completing this unit will be able to use instruments to help to decide when to irrigate and how much water to apply.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 783 **Level 4** **Credit 2**

PRODUCTION HORTICULTURE: Prepare a seedbed, including raised seedbeds and laying polythene mulch

This unit is for people working on production horticulture properties. People completing this unit will be able to use specialised equipment to prepare raised seedbeds and ridges, and apply a polythene mulch to them.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1804 **Level 4** **Credit 5**

PRODUCTION HORTICULTURE: Recognise common pests, diseases, and disorders for a specific sector of the industry - floriculture

This unit is for people working in production horticulture. People completing this unit will be able to know when to look out for signs or symptoms of pests or disease, and find them and correctly identify them and their growth stage if they are present for a specific sector.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 825 **Level 4** **Credit 5**

PRODUCTION HORTICULTURE: Recognise common pests, diseases, and disorders for a specific sector of the industry - fruit production

This unit is for people working in production horticulture. People completing this unit will be able to know when to look out for signs or symptoms of pests or disease, and find them and correctly identify them and their growth stage if they are present for a specific sector.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1803 **Level 4** **Credit 5**

PRODUCTION HORTICULTURE: Recognise common pests, diseases, and disorders for a specific sector of the industry - nursery production

This unit is for people working in production horticulture. People completing this unit will be able to know when to look out for signs or symptoms of pests or disease, and find them and correctly identify them and their growth stage if they are present for a specific sector.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1802 **Level 4** **Credit 5**

PRODUCTION HORTICULTURE: Recognise common pests, diseases, and disorders for a specific sector of the industry - vegetable production

This unit is for people working in production horticulture. People completing this unit will be able to know when to look out for signs or symptoms of pests or disease, and find them and correctly identify them and their growth stage if they are present for a specific sector.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1783 **Level 4** **Credit 4**

PRODUCTION HORTICULTURE: Select and apply post harvest treatments - floriculture

This unit is for people working in production horticulture. People completing this unit will be able to state what post-harvest treatment a particular crop should have, and why. Apply the appropriate post-harvest treatment to industry requirements.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 804 **Level 4** **Credit 4**

PRODUCTION HORTICULTURE: Select and apply post harvest treatments - fruit production

This unit is for people working in production horticulture. People completing this unit will be able to state what post-harvest treatment a particular crop should have, and why. Apply the appropriate post-harvest treatment to industry requirements.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1782 **Level 4** **Credit 4**

PRODUCTION HORTICULTURE: Select and apply post harvest treatments - nursery production

This unit is for people working in production horticulture. People completing this unit will be able to state what post-harvest treatment a particular crop should have, and why. Apply the appropriate post-harvest treatment to industry requirements.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1781 **Level 4** **Credit 4**

PRODUCTION HORTICULTURE: Select and apply post harvest treatments - vegetable production

This unit is for people working in production horticulture. People completing this unit will be able to state what post-harvest treatment a particular crop should have, and why. Apply the appropriate post-harvest treatment to industry requirements.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 784 **Level 4** **Credit 1**

PRODUCTION HORTICULTURE: Use and maintain a precision seeding machine

This unit is for people working on production horticulture properties. People completing this unit will be able to service and set up a precision seeder for a specified seed, and operate the seeder so that the seed is sown at a suitable spacing.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 993 **Level 3** **Credit 4**

SOFT LANDSCAPE: Apply soil testing cultivation and conditioning techniques

People credited with this unit will be able to define soil testing and classification, methods of cultivation by hand and machine, materials and techniques used in soil conditioning and apply these to a selected area of ground.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 994 **Level 3** **Credit 4**

SOFT LANDSCAPE: Use chemicals safely in landscape work

People credited with this unit will be able to apply safe working practices with storage, handling, mixing and applying chemicals in landscape work, in accordance with the Health and Safety in Employment Act 1992.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 995 **Level 3** **Credit 3**

SOFT LANDSCAPE: Use fertilisers in landscape work

People credited with this unit will be able to identify common types of fertilisers and to select fertiliser mixes for application in landscape work. They will also be able to use hand and mechanical methods in the safe application of fertilisers.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1024 **Level 4** **Credit 5**

SOFT LANDSCAPE: Develop defined term maintenance programmes for elements of soft landscape work

People credited with this unit will be able to prepare defined term maintenance programmes for trees and shrubs, lawns, annuals, perennials and bulbs on a given landscape site.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1023 **Level 4** **Credit 6**

SOFT LANDSCAPE: Select and plant annuals, perennials and bulbs in landscape work

People credited with this unit will be able to select and plant annuals, perennials and bulbs for a given planting plan and apply mulches and associated materials to the requirements of a site specification.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1022 **Level 4** **Credit 6**

SOFT LANDSCAPE: Select and plant trees, shrubs and climbers in landscape work

People credited with this unit will be able to select and plant trees, shrubs and climbers to a given planting plan and apply mulches and related materials to the requirements of a site specification.

Advisory Group : Primary Industry (Amenity, Landscape and Production Horticulture)

Unit Standard 1 **Level 1** **Credit 1**

HORTICULTURE: Prepare and sow outdoor seedbeds manually

This is an entry level unit. People completing the unit will be able to prepare outdoor seedbeds using basic cultivation techniques and sow seeds in outdoor seedbeds using manual methods as instructed by a supervisor.

Advisory Group : Primary Industry (Core)

Unit Standard 1152 * # Level 2** **Credit 3**

SPORTS TURF: Demonstrate knowledge of elementary turf botany

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to describe how turf grasses grow and develop, and identify common turf plants by compiling a plant collection.

Advisory Group : Sports Turf

Unit Standard 1154 * # Level 2** **Credit 2**

SPORTS TURF: Demonstrate knowledge of ornamental plantings on sports turf areas

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to list the common tree and shrub species found on sports turf areas and describe the principles of tree/shrub selection and maintenance for sports turf use.

Advisory Group : Sports Turf

Unit Standard 1151 * # Level 2** **Credit 4**

SPORTS TURF: Describe the characteristics and requirements of sports turf surfaces

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to explain the requirements of turf surfaces for the following sports - golf courses, bowling greens, cricket wickets and outfields, race tracks, and winter sports turf areas - and how these requirements are met.

Advisory Group : Sports Turf

Unit Standard 1150 * # Level 2** **Credit 2**

SPORTS TURF: Identify the occupational areas and structure of the New Zealand Sports Turf Industry

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to outline the scope of the sports turf industry in New Zealand, and the expectations of a sports turf industry employer.

Advisory Group : Sports Turf

Unit Standard 1153 * # Level 2** **Credit 3**

SPORTS TURF: Use sports turf machinery and equipment

This unit is for people working in the sports turf industry. People completing the unit will be able to choose, service, and operate safely a range of common turf machinery and equipment.

Advisory Group : Sports Turf

Unit Standard 1157 * # Level 3** **Credit 4**

SPORTS TURF: Determine requirements for sports turf soil water management

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to describe the basic principles involved in turf irrigation and identify elementary components of turf irrigation systems.

Advisory Group : Sports Turf

Unit Standard 1156 * # Level 3** **Credit 3**

SPORTS TURF: Drain sports turf areas

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to recognise characteristics of poor drainage, describe elementary components of a drainage system and install a sports turf drain.

Advisory Group : Sports Turf

Unit Standard 1164 * # Level 3** **Credit 4**

SPORTS TURF: Establish a sports turf surface

This unit is for people working or intending to work in the sports turf industry. People completing the unit will able to select appropriate turf seed or plant material for a specificied area and maintain the newly sown or planted surface.

Advisory Group : Sports Turf

Unit Standard 1163 * # Level 3** **Credit 2**

SPORTS TURF: Fertilise sports turf areas

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to calculate the fertiliser requirements for a sports turf area from nutrient analysis data and apply the appropriate amount of fertiliser.

Advisory Group : Sports Turf

Unit Standard 1158 * # Level 3** **Credit 3**

SPORTS TURF: Identify and monitor common turf pests

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to identify the major pests of turf grasses and Leptinella species in New Zealand.

Advisory Group : Sports Turf

Unit Standard 1160 * # Level 3** **Credit 3**

SPORTS TURF: Identify common turf diseases

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to identify common diseases of turf grasses and Leptinella species.

Advisory Group : Sports Turf

Unit Standard 1159 * # Level 3** **Credit 3**

SPORTS TURF: Identify common turf weeds

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to identify common turf weeds and describe how they survive and spread.

Advisory Group : Sports Turf

Unit Standard 1161 * # Level 3** **Credit 3**

SPORTS TURF: Mow sports turf areas

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to describe the tolerance of different turf species to mowing, evaluate different sports turf mowing machinery and operate a sports turf mower.

Advisory Group : Sports Turf

Unit Standard 1162 * # Level 3** **Credit 3**

SPORTS TURF: Plan a fertiliser programme for sports turf use

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to describe the general nutrient requirements for sports turf and the properties and characteristics of sports turf fertilisers. Soil and plant nutrient status will be assessed and nutrient deficiencies/excesses identified accordingly.

Advisory Group : Sports Turf

Unit Standard 1155 * # Level 3** **Credit 3**

SPORTS TURF: Survey sports turf areas

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to calculate the area and slopes of sports turf surfaces, and set out an area from a drawing.

Advisory Group : Sports Turf

Unit Standard 1172 * # Level 4** **Credit 3**

SPORTS TURF: Budget for sports turf operations

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to prepare, present and manage a sports club budget using specialist sports turf management software.

Advisory Group : Sports Turf

Unit Standard 1169 * # Level 4** **Credit 2**

SPORTS TURF: Control common turf diseases

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to understand the principles involved in disease control in turf and Leptinella species and be able to select and use appropriate prevention and control measures.

Advisory Group : Sports Turf

Unit Standard 1167 * # Level 4** **Credit 2**

SPORTS TURF: Control common turf pests

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to understand the principles involved in pest control in turf and Leptinella species and be able to select and use appropriate prevention and control measures.

Advisory Group : Sports Turf

Unit Standard 1168 * # Level 4** **Credit 2**

SPORTS TURF: Control common turf weeds

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to understand the principles involved in weed control in turf and Leptinella species and be able to select and use appropriate prevention and control measures.

Advisory Group : Sports Turf

Unit Standard 1166 * # Level 4** **Credit 3**

SPORTS TURF: Irrigate sports turf areas

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to describe the design of sports turf irrigation systems and their operation, adjustment and maintenance.

Advisory Group : Sports Turf

Unit Standard 1170 * # Level 4** **Credit 6**

SPORTS TURF: Maintain sports turf areas

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to describe the maintenance requirements for all the major sports turf surfaces in New Zealand and carry out maintenance operations on a specified sports turf area.

Advisory Group : Sports Turf

Unit Standard 1171 * # Level 4** **Credit 2**

SPORTS TURF: Supervise staff working on turf facilities

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to plan, monitor and evaluate work on a sports turf facility.

Advisory Group : Sports Turf

Unit Standard 1165 * # Level 4** **Credit 4**

SPORTS TURF: Upgrade a sports turf root zone

This unit is for people working or intending to work in the sports turf industry. People completing the unit will be able to carry out a basic soil and site analysis of a problem sports turf area and devise an appropriate upgrading or reconstruction programme.

Advisory Group : Sports Turf

Land Skills

Unit Standard 9 **Level 1** **Credit 2**

LAND SKILLS: Maintain and assist in laying agricultural/ horticultural drains

This is an entry level unit. People completing the unit will be able to assist in Agricultural/Horticultural drain laying and maintenance tasks. Competency in this unit is a pre-requisite to Install Agricultural/Horticultural Drainage Systems, Level 4. Unit XXX.

Advisory Group : Primary Industry (Core)

Unit Standard 4 **Level 1** **Credit 2**

LAND SKILLS: Maintain hand tools and service small engines

This is an entry level unit. People completing the unit will be able to carry out hand tool maintenance and basic small engine servicing tasks using workshop facilities common to agricultural and horticultural enterprises. Competence in this unit is a pre-requisite for: Service and Repair of Agricultural/ Horticultural Machinery, Level 2, Unit No.22.

Advisory Group : Primary Industry (Core)

Unit Standard 5 **Level 2** **Credit 2**

LAND SKILLS: Check and drive a basic wheel tractor

This is an entry level unit. It forms part of a wide range of primary industry qualifications. People completing the unit will be able to check and drive a wheel tractor. They will be able to carry out simple manoeuvres in a safe manner. They will have an appreciation of the hazards of tractor operation.

Advisory Group : Primary Industry (Core)

Unit Standard 6 **Level 2** **Credit 3**

LAND SKILLS: Check and ride farm motorcycles and ATVs (all terrain vehicles)

This unit is an entry level unit for people entering the land based primary industry. It forms a part of a range of qualifications in the primary sector. People completing the unit will be able to ride motorcycles and All Terrain Vehicles safely including trailed implements, over flat and hilly terrain, and will be able to carry out regular checks and servicing tasks.

Advisory Group : Primary Industry (Core)

Unit Standard 13 **Level 2** **Credit 3**

LAND SKILLS: Demonstrate knowledge of chainsaws

This unit is for people who intend to use chainsaws. People completing the unit will be familiar with chainsaw features and will understand the dangers of chainsaw use, the corresponding safety regulations and preparation procedures. This unit leads to Unit 43, Use a chainsaw.

Advisory Group : Primary Industry (Core)

Unit Standard 44 **Level 2** **Credit 3**

LAND SKILLS: Establish and maintain natural shelter

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will understand the major factors influencing the establishment and maintenance of natural shelter, and will be able to perform basic establishment and maintenance tasks.

Advisory Group : Primary Industry (Core)

Unit Standard 19 **Level 2** **Credit 3**

LAND SKILLS: Make minor repairs of property structures

This is an entry level unit for people entering the land based primary industries. It forms part of a range of primary industry qualifications. People completing the unit will be able to undertake a range of basic maintenance tasks for property structures. This unit is pre-requisite for Maintain Agricultural/Horticultural Property Structures, Level 3, Unit No.21.

Advisory Group : Primary Industry (Core)

Unit Standard 22 **Level 2** **Credit 3**

LAND SKILLS: Service and repair agricultural/ horticultural machinery

This unit is for people undertaking vocational skills training in the land based primary industries and forms part of a range of primary industry qualifications. People completing the unit will be able to carry out scheduled servicing tasks and basic repairs to a range of common agricultural/ horticultural machinery and equipment.

Advisory Group : Primary Industry (Core)

Unit Standard 26 **Level 3** **Credit 2**

LAND SKILLS: Apply fertilisers using tractor mounted equipment

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to use tractor mounted implements to apply fertiliser according to instructions.

Advisory Group : Primary Industry (Core)

Unit Standard 53 **Level 3** **Credit 3**

LAND SKILLS: Calibrate agricultural/horticultural equipment

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to calibrate agricultural/horticultural equipment including boom sprayers.

Advisory Group : Primary Industry (Core)

Unit Standard 27 **Level 3** **Credit 4**

LAND SKILLS: Cultivate by tractor mounted implements

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to operate tractor mounted cultivation equipment to cultivate a seedbed.

Advisory Group : Primary Industry (Core)

Unit Standard 30 **Level 3** **Credit 2**

LAND SKILLS: Demonstrate knowledge of agricultural/ horticultural property water systems

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will know the common sources and systems of property water supply, and the factors affecting that supply.

Advisory Group : Primary Industry (Core)

Unit Standard 35 **Level 3** **Credit 2**

LAND SKILLS: Demonstrate knowledge of fertilisers

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be familiar with the common types of fertilisers available, their properties and their influence on plant growth. Competence in this unit is pre-requisite for further units on the topic.

Advisory Group : Primary Industry (Core)

Unit Standard 24 **Level 3** **Credit 3**

LAND SKILLS: Drive crawler tractors and implements in open conditions

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to operate a crawler tractor safely on sloping terrain and in open conditions with attached implements.

Advisory Group : Primary Industry (Core)

Unit Standard 23 **Level 3** **Credit 4**

LAND SKILLS: Drive wheel tractors and implements

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of primary industry qualifications. People completing the unit will be able to operate a wheel tractor safely over flat and hilly terrain with a range of attached implements.

Advisory Group : Primary Industry (Core)

Unit Standard 49 **Level 3** **Credit 3**

LAND SKILLS: Install agricultural/horticultural drainage systems

This unit is for people furthering their vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to carry out the installation of a field drainage system to specifications given in an installation plan.

Advisory Group : Primary Industry (Core)

Unit Standard 31 **Level 3** **Credit 2**

LAND SKILLS: Lay and maintain agricultural or horticultural water supply

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a wide range of qualifications in that sector. People completing the unit will be able to lay, safely carry out regular maintenance and basic reticulation tasks for agricultural/horticultural property water supply systems.

Advisory Group : Primary Industry (Core)

Unit Standard 21 **Level 3** **Credit 3**

LAND SKILLS: Maintain agricultural/horticultural property structures

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of primary industry qualifications. People completing the unit will be able to undertake a range of property maintenance tasks required by agricultural/horticultural enterprises.

Advisory Group : Primary Industry (Core)

Unit Standard 43 **Level 3** **Credit 6**

LAND SKILLS: Operate and maintain a chainsaw

This unit is for people who wish to use chainsaws. People who complete the unit will be able to operate and maintain a chainsaw to industry and Occupational Safety and Health Department standards. This unit is an introduction to further vocational units involving the use of chainsaws.

Advisory Group : Primary Industry (Core)

Unit Standard 50 **Level 4** **Credit 3**

LAND SKILLS: Prepare seedbeds and sow crops on a field scale

This unit is for people furthering their vocational skills training in the land based primary industries. It forms part of a wide range of qualifications in that sector. People completing the unit will know the methods and equipment used in preparing and sowing a seedbed and be able to prepare a seedbed and sow pasture or crops.

Advisory Group : Primary Industry (Core)

Unit Standard 14 **Level 2** **Credit 2**

SOIL STUDIES: Demonstrate knowledge of elementary soil properties

This is an entry level unit for people entering the land based primary industries. It forms part of a wide range of primary industry qualifications. People completing the unit will have a basic knowledge of soil composition and characteristics, soil fertility and ways fertility is maintained and improved. Competency in this unit is a pre-requisite for: Demonstrate Knowledge of the Properties of Soils, Level 3, Unit No.33.

Advisory Group : Primary Industry (Core)

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Unit Standard 34 **Level 3** **Credit 3**

SOIL STUDIES: Demonstrate knowledge of the modification of soils

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will know the ways that soil can be modified, the purpose of the modification and its effects on plant growth.

Advisory Group : Primary Industry (Core)

Unit Standard 33 **Level 3** **Credit 4**

SOIL STUDIES: Demonstrate knowledge of the properties of soil

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will have a general knowledge of the development and properties of soils, the factors that contribute to those properties, and their relationship to plant growth. Competence in this unit is a pre-requisite for : Demonstrate Knowledge of the Modification of Soils, Level 3, Unit 34.

Advisory Group : Primary Industry (Core)

Unit Standard 32 **Level 2** **Credit 2**

WEATHER INTERPRETATION FOR AGRICULTURE AND FORESTRY: Monitor and interpret weather information

This is an entry level unit for people entering the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to understand information supplied on weather maps and draw reasonable conclusions, and will be able to gather and record data from common weather measurement instruments.

Advisory Group : Primary Industry (Core)

Pest Control

Unit Standard 2 **Level 1** **Credit 1**

PEST CONTROL: Observe safety precautions when using pesticides

This is an entry level unit. People completing the unit will understand what makes pesticides dangerous and how those dangers can be minimised.

Advisory Group : Primary Industry (Core)

Unit Standard 7 **Level 2** **Credit 3**

PEST CONTROL: Apply pesticides by non-motorised applicators

This unit is for people entering the land based primary industries. It forms part of a wide range of primary industry qualifications. People completing the unit will be able to prepare and apply pesticides safely and effectively, using non-motorised applicators. This unit is pre-requisite for Apply Pesticides by Motorised Applicators, Level 3, Unit No.29.

Advisory Group : Primary Industry (Core)

Unit Standard 20 **Level 2** **Credit 1**

PEST CONTROL: Demonstrate knowledge of plant pests, diseases, disorders and their control

This is an entry level unit for people entering the land based primary industries. It forms part of a range of primary industry qualifications. People completing the unit will have a basic knowledge of plant pests, diseases and disorders, the damage they can do and basic principles of prevention and control. Competency in this unit is a pre-requisite for further units on this topic.

Advisory Group : Primary Industry (Core)

Unit Standard 8 **Level 2** **Credit 2**

PEST CONTROL: Identify and control weeds

This is a unit for people entering the land based primary industries. It forms part of a wide range of primary industry qualifications. People completing the unit will be able to identify target weeds and use a range of methods to control those weeds as directed.

Advisory Group : Primary Industry (Core)

Unit Standard 29 **Level 3** **Credit 3**

PEST CONTROL: Apply pesticides by motorised applicators

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to prepare and apply pesticides using motorised sprayers, according to a supervisor's instructions.

Advisory Group : Primary Industry (Core)

Unit Standard 28 **Level 3** **Credit 2**

PEST CONTROL: Identify plant pests, diseases and disorders

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will be able to identify a range of plant pests, diseases and disorders, and identify correction and control methods.

Advisory Group : Primary Industry (Core)

Unit Standard 52 **Level 4** **Credit 3**

PEST CONTROL: Control weeds

This unit is for people undertaking vocational skills training in the land based primary industries. It forms part of a range of qualifications in that sector. People completing the unit will understand the principles involved in weed control and be able to select and use appropriate prevention and control measures.

Advisory Group : Primary Industry (Core)

Solid Wood Processing

Unit Standard 669 **Level 2** **Credit 3**

SAW DOCTORING: Demonstrate knowledge of abrasives and grinding fluids for saw doctoring and timber machining

This unit is for learners who work or intend to work in sawshops or toolrooms. Learners completing the unit will be able to apply a knowledge of abrasives in order to select the most appropriate ones for a range of saw doctoring and timber machining tasks.

Advisory Group : Solid Wood

Unit Standard 668 **Level 2** **Credit 5**

SAW DOCTORING: Demonstrate knowledge of the principles of saw doctoring

This unit is for learners who are or intend to be employed in the solid wood processing industry, and is intended to provide a general knowledge of the saw doctoring sector of the industry. Learners completing the unit will be able to understand the basic principles of saw doctoring. Learners may go on to specialised saw doctoring units.

Advisory Group : Solid Wood

Unit Standard 664 **Level 2** **Credit 2**

SAW DOCTORING: Maintain chainsaw chain and bar

This unit is primarily for learners who work or intend to work in sawshops, but will also be useful for learners in other fields such as Forestry and Agriculture. Learners completing the unit will be able to sharpen chainsaw teeth and carry out other maintenance on the saw chain and bar. This unit does not cover the chainsaw motor or drive.

Advisory Group : Solid Wood

Unit Standard 662 **Level 2** **Credit 3**

SAW DOCTORING: Maintain knives and anvils (for chipping machines)

This unit is for learners who work or intend to work in sawshops. Learners completing the unit will be able to grind, hone and prepare for installation knives and anvils used in chipping machines, such as wood chippers, canters, hoggers and slabbers.

Advisory Group : Solid Wood

Unit Standard 656 **Level 2** **Credit 5**

SAW DOCTORING: Set saws (circular, frame)

This unit is for learners who work or intend to work in sawshops. Learners completing the unit will be able to use spring sets, upset swages and hammers to provide efficient side clearance for circular and frame saws. They will also be able to maintain the required equipment.

Advisory Group : Solid Wood

Unit Standard 665 **Level 3** **Credit 18**

SAW DOCTORING: Maintain and repair router bits and drill bits

This unit is for learners who work or intend to work in sawshops. Learners completing the unit will be able to use tool and cutter grinders to sharpen and repair router bits. The range of bits covered by this unit include high speed steel, tungsten carbide tipped, masonry, spade, flat and general wood boring bits.

Advisory Group : Solid Wood

Unit Standard 660 **Level 3** **Credit 9**

SAW DOCTORING: Maintain handsaws

This unit is for learners who work or intend to work in sawshops. Learners completing the unit will be able to set, straighten, sharpen and retooth crosscut, rip, panel, tenon and pruning saws.

Advisory Group : Solid Wood

Unit Standard 667 **Level 3** **Credit 10**

SAW DOCTORING: Maintain household and handyperson cutting tools

This unit is primarily for learners who work or intend to work in sawshops, but will also be applicable to a range of trades and home handypersons. Learners completing the unit will be able to sharpen and adjust a range of household and home handyperson cutting tools.

Advisory Group : Solid Wood

Unit Standard 665 **Level 3** **Credit 9**

SAW DOCTORING: Maintain metal cutting saws

This unit is for learners who work or intend to work in sawshops. Learners completing the unit will be able to carry out essential maintenance on a range of metal cutting saws, including friction saws.

Advisory Group : Solid Wood

Unit Standard 661 **Level 3** **Credit 3**

SAW DOCTORING: Maintain narrow bandsaws

This unit is for learners who work or intend to work in sawshops. Learners completing the unit will be able to weld, level, straighten, set and sharpen bandsaws up to 35mm in width.

Advisory Group : Solid Wood

Unit Standard 659 **Level 3** **Credit 15**

SAW DOCTORING: Sharpen saws (band, circular, frame)

This unit is for learners who work or intend to work in sawshops. Learners completing the unit will be able to sharpen band, circular and frame saws using hand and automatic equipment.

Advisory Group : Solid Wood

Unit Standard 655 **Level 3** **Credit 12**

SAW DOCTORING: Swage and shape saws (band, circular, frame)

This unit is for learners who work or intend to work in sawshops. Learners completing the unit will be able to use hand and pneumatic swages and shapers to provide efficient side clearance for band, circular and frame saws. They will also be able to maintain the required equipment.

Advisory Group : Solid Wood

Unit Standard 663 **Level 3** **Credit 5**

SAW DOCTORING: Tooth saws (band, circular, frame)

This unit is for learners who work or intend to work in saw manufacturing or in sawshops. Learners completing the unit will be able to make teeth in steel blanks by punching or hand-indexing, either as part of saw maintenance or saw manufacture.

Advisory Group : Solid Wood

Unit Standard 652 **Level 3** **Credit 15**

SAW DOCTORING: Weld wide bandsaws

This unit is for learners who work or intend to work in sawshops. Learners completing the unit will be able to contribute to the repair and maintenance of bandsaws by welding them using MIG, TIG or gas welding equipment. Welds covered by this unit standard are: butt, crack, tooth, vee weld. Learners may go on to Unit 653, Bench band and frame saws.

Advisory Group : Solid Wood

Unit Standard 653 **Level 4** **Credit 30**

SAW DOCTORING: Bench band and frame saws

This unit is for learners who work or intend to work in sawshops. Learners completing the unit will be able to maintain the cutting strength of band and frame saws by dressing, levelling, tensioning and backcrowning them. They will also be able to maintain the equipment associated with these tasks. Learners may go on to Unit 656, Set saws (circular, frame).

Advisory Group : Solid Wood

Unit Standard 654 **Level 4** **Credit 30**

SAW DOCTORING: Bench circular saws

This unit is for learners who work or intend to work in sawshops. Learners completing the unit will be able to maintain the cutting strength of circular saws by dressing, levelling and tensioning them. They will also be able to maintain the equipment associated with these tasks.

Advisory Group : Solid Wood

Unit Standard 674 **Level 4** **Credit 15**

SAW DOCTORING: Grind bandwheels

This unit is for learners who wish to have responsibility for grinding the bandwheels used in bandsaw machines. Learners completing the unit will be able to prepare the bandwheel and grinding equipment, and grind the face of the bandwheel to manufacturerís or company specifications.

Advisory Group : Solid Wood

Unit Standard 657 **Level 4** **Credit 25**

SAW DOCTORING: Hard tip saws (band, circular, frame)

This unit is for learners who work or intend to work in sawshops. Learners completing the unit will be able to braze/weld tungsten carbide tips to circular saws and stellite tips to circular, band and frame saws.

Advisory Group : Solid Wood

Unit Standard 672 **Level 4** **Credit 38**

SAW DOCTORING: Maintain and align machine operating system - band mills

This unit is for learners who have or wish to have responsibility for maintaining band mills used in the wood processing industry. Learners completing the unit will be able to assess, repair, align/adjust and lubricate the working parts of bandsaws, including any associated infeed and outfeed systems, but excluding the saw itself. This unit does not cover the grinding of bandwheels. (Refer to Unit 674, Grind bandwheels)

Advisory Group : Solid Wood

Unit Standard 673 **Level 4** **Credit 30**

SAW DOCTORING: Maintain and align machine operating system - circular saw machines

This unit is for learners who have or wish to have responsibility for maintaining circular saws used in the wood processing industry. Learners completing the unit will be able to assess, repair, align/adjust and lubricate the working parts of circular saws, including any associated infeed and outfeed systems, but excluding the saw itself.

Advisory Group : Solid Wood

Unit Standard 671 **Level 4** **Credit 30**

SAW DOCTORING: Maintain and align machine operating system - frame saw machines

This unit is for learners who have or wish to have responsibility for maintaining frame saws used in the wood processing industry. Learners completing the unit will be able to assess, repair, align/adjust and lubricate the working parts of frame saws, including any associated infeed and outfeed systems, but excluding the saw itself.

Advisory Group : Solid Wood

Unit Standard 670 **Level 4** **Credit 10**

SAW DOCTORING: Maintain machine operating system - wood chipping machines

This unit is for learners who have or wish to have responsibility for maintaining chipping machines used in the wood processing industry, such as wood chippers, canters, hoggers and slabbers. Learners completing the unit will be able to assess, repair, align/adjust and lubricate the working parts of chipping machines, including any associated infeed and outfeed systems, but excluding the knives and/or anvils.

Advisory Group : Solid Wood

Unit Standard 658 **Level 4** **Credit 20**

SAW DOCTORING: Repair and retooth inserted teeth saws

This unit is for learners who work or intend to work in sawshops. Learners completing the unit will be able to check inserted teeth saws, repair them and replace damaged or missing teeth. This unit includes the welding of inserted teeth.

Advisory Group : Solid Wood

Unit Standard 736 **Level 1** **Credit 4**

SAWMILLING: Demonstrate knowledge of the physical characteristics of wood and identify species

The unit introduces the key characteristics of wood that affect the way it is processed. Learners completing the unit will be able to explain the basic physical characteristics of wood structure that are significant to the timber processing industry and identify examples of common species. This unit may lead to Unit 155, Demonstrate knowledge of wood growth characteristics and specifics.

Advisory Group : Solid Wood

Unit Standard 131 **Level 3** **Credit 20**

SAWMILLING: Co-ordinate the movement, storage and dispatch of in-process and finished timber products

The unit is for learners who intend to be employed in the solid wood processing industry as yard order-persons or yard hands.

Learners completing the unit will be able to carry out a full range of duties relating to the storage, transportation and dispatch of in-process and finished timber products.

Advisory Group : Solid Wood

Unit Standard 135 **Level 3** **Credit 3**

SAWMILLING: Operate cross-cut saw

This unit is for learners who are or intend to be employed in a wood processing industry. Learners completing the unit will be able to cut wood to length using a cross-cut saw. The wood can be in the form of roundwood, slabwood or sawn timber.

Advisory Group : Solid Wood

Unit Standard 134 **Level 3** **Credit 3**

SAWMILLING: Operate debarker

This unit is for learners who are or intend to be employed in a wood processing industry. Learners completing the unit will be able to remove bark from logs, using a Rosserhead, ring or drum debarker.

Advisory Group : Solid Wood

Unit Standard 136 **Level 3** **Credit 8**

SAWMILLING: Operate saw centre (without operator-adjustable setworks)

The unit is for learners who are employed in the solid wood processing industry as operators of saw centres which have no operator-adjustable setworks or log carriage/transport systems. Relevant saw centres include edgers with fixed saws, framesaws and rotary gang saws. Learners completing the unit will be able to operate the saw centre competently and safely at a production speed that balances with millflow.

This unit leads to Unit XXX, Optimise recovery.

Advisory Group : Solid Wood

Unit Standard 740 **Level 3** **Credit 3**

SAWMILLING: Operate wood chipper

This unit is for learners who are employed in the wood processing industry. Learners completing the unit will be able to convert input wood into wood chips. This may be for further processing into wood-based products such as reconstituted wood panels, pulp and paper.

Advisory Group : Solid Wood

Unit Standard 739 **Level 3** **Credit 10**

SAWMILLING: Operate wood slabber

This unit is for learners who are employed in the solid wood processing industry. Learners completing the unit will be able to use a slabber (sometimes known as a chipper/canter) to produce a slab side on logs as part of the log conversion process.

Advisory Group : Solid Wood

Unit Standard 130 **Level 4** **Credit 15**

SAWMILLING: Manage technical aspects of logyard operations

The unit is for learners who are or intend to be employed in the solid wood processing industry. Learners completing the unit will be able to manage all logyard operations.

Advisory Group : Solid Wood

Unit Standard 138 **Level 4** **Credit 28**

SAWMILLING: Operate saw centre (with operator-adjustable setworks and log transport system)

The unit is for learners who are employed in the solid wood processing industry as operators of band or circular saw centres which have operator-adjustable setworks plus an ancillary log carriage/transport system that is controlled by the saw centre operator. Learners completing the unit will be able to operate the saw centre competently and safely at a production speed that balances with millflow, while making decisions affecting the grade recovery of timber. This unit leads to Unit XXX, Optimise recovery.

Advisory Group : Solid Wood

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Unit Standard 137 **Level 4** **Credit 18**

SAWMILLING: Operate saw centre (with operator-adjustable setworks)

The unit is for learners who are employed in the solid wood processing industry as operators of saw centres which have operator-adjusted setworks, but no ancillary log carriage/ transport system. Relevant saw centres include moving-saw edgers, band resaws with adjustable setworks, band or circular saws with adjustable setworks, breastbenches, and edgers with automatic optimisers that have possible operator input. Learners completing the unit will be able to operate the saw centre competently and safely at a production speed that balances with millflow, while making decisions affecting the grade recovery of timber.

This unit leads to Unit XXX, Optimise recovery.

Advisory Group : Solid Wood

Unit Standard 132 **Level 5** **Credit 45**

SAWMILLING: Manage technical aspects of sawmill operations

The unit is for learners who are or intend to be employed in the solid wood processing industry as sawmill managers or supervisors, or as production managers.

Learners completing the unit will be able to plan, organise, direct and control the operation of personnel and plant in a sawmill.

Advisory Group : Solid Wood

Unit Standard 133 **Level 5** **Credit 40**

SAWMILLING: Manage technical aspects of timber yard operations

The unit is for learners who are or intend to be employed in the solid wood processing industry as sawmill yard mangers and supervisors.

Learners completing the unit will be able to control the movement of timber from the sawmill through various processing operations to the point where it leaves the site.

Advisory Group : Solid Wood

Unit Standard 159 **Level 1** **Credit 3**

SOLID WOOD PROCESSING: Demonstrate knowledge of environmental issues for the wood processing industry

This unit provides an introduction to environmental factors that are addressed by the wood processing industry. Learners completing the unit will be able to explain why the industry has to meet environmental requirements, and how the requirements are met at company and individual level. Learners who are employed in the industry will address their own environmental duties in more practical detail in subsequent units.

Advisory Group : Solid Wood

Unit Standard 158 **Level 1** **Credit 5**

SOLID WOOD PROCESSING: Demonstrate knowledge of the structure and economics of the timber industry and the utilisation of timber products

This unit is intended as a basis and context for further learning within the solid wood processing industry. Learners completing the unit will be able to demonstrate an understanding of the current key features of the New Zealand solid wood processing industry.

Advisory Group : Solid Wood

Unit Standard 156 **Level 1** **Credit 3**

SOLID WOOD PROCESSING: Maintain phytosanitary standards in the wood processing industry

This unit is intended for learners who are or intend to be employed in the solid wood processing industry. Learners completing the unit will be able to carry out basic phytosanitary procedures in their own sector of the industry. Learners will acquire more specialised skills in further units which deal with more specialised, practical operations.

Advisory Group : Solid Wood

Unit Standard 164 **Level 1** **Credit 2**

SOLID WOOD PROCESSING: Tally timber

This unit is for learners who are or intend to be employed in the solid wood processing industry. Learners completing the unit will be able to tally processed timber.

Advisory Group : Solid Wood

Unit Standard 166 **Level 2** **Credit 3**

SOLID WOOD PROCESSING: Confirm log grades

This unit is for learners who are or intend to be employed in log-yards in the wood processing industry. Learners completing the unit will be able to confirm that the grades of incoming logs are correct.

Advisory Group : Solid Wood

Unit Standard 160 **Level 2** **Credit 5**

SOLID WOOD PROCESSING: Demonstrate knowledge of the principles of sawmilling

This unit is for learners who are or intend to be employed in the solid wood processing industry, and is intended to provide a general knowledge of the sawmilling sector of the industry. Learners completing the unit will be able to understand the basic principles of the sawmilling process. Some learners will go on to specialised sawmilling units.

Advisory Group : Solid Wood

Unit Standard 157 **Level 2** **Credit 5**

SOLID WOOD PROCESSING: Demonstrate knowledge of the principles of timber grading

This unit is intended to give learners the skills that are needed to recognise and check timber grades. Learners completing the unit will understand the basic principles of timber grading, and be able to recognise defects in sawn wood products. The unit does not qualify learners to be employed as graders, although some learners in the timber processing industry will go on to specialised grading units.

Advisory Group : Solid Wood

Unit Standard 161 **Level 2** **Credit 5**

SOLID WOOD PROCESSING: Demonstrate knowledge of the principles of timber machining

This unit is for learners who are or intend to be employed in the solid wood processing industry, and is intended to provide a general knowledge of the timber machining sector of the industry. Learners completing the unit will be able to understand the basic principles of the timber machining processes. Some learners will go on to specialised timber machining units.

Advisory Group : Solid Wood

Unit Standard 162 **Level 2** **Credit 5**

SOLID WOOD PROCESSING: Demonstrate knowledge of the principles of wood drying for the timber industry

This unit is for learners who are or intend to be employed in the solid wood processing industry, and is intended to provide a general knowledge of the wood drying sector of the industry. Learners completing the unit will be able to understand the basic principles of the wood drying process and calculate moisture content of wood. Some learners will go on to specialised wood drying units.

Advisory Group : Solid Wood

Unit Standard 163 **Level 2** **Credit 5**

SOLID WOOD PROCESSING: Demonstrate knowledge of the principles of wood preservation and antisapstain treatment

This unit is for learners who are or intend to be employed in the solid wood preservation sector of the industry. Learners completing the unit will be able to understand the basic principles of the wood preservation process. Some learners will go on to specialised wood preservation units.

Advisory Group : Solid Wood

Unit Standard 155 **Level 2** **Credit 5**

SOLID WOOD PROCESSING: Demonstrate knowledge of wood growth characteristics and specifics

The unit introduces the key characteristics of wood that affect the way it is processed. Learners completing the unit will be able to explain characteristics of wood that are significant to the timber processing industry.

Advisory Group : Solid Wood

Unit Standard 165 **Level 2** **Credit 3**

SOLID WOOD PROCESSING: Handle, sort and stack timber

This unit is for learners who are or intend to be employed in the solid wood processing industry. Learners completing the unit will be able to handle and stack timber in accordance with the current Codes of Practice and in-house instructions.

Advisory Group : Solid Wood

Unit Standard 139 **Level 3** **Credit 9**

TIMBER GRADING: Grade timber (insert rules)

This unit is for learners in the timber industry who will be grading timber. Learners completing the unit will be able to apply grading rules with 80% accuracy within the rules chosen. Some learners will go on to Unit 140, Grade timber as a specialist grader.

Advisory Group : Solid Wood

Unit Standard 140 **Level 4** **Credit 20**

TIMBER GRADING: Grade timber as a specialist grader (insert rules)

This unit is for learners in the timber industry who will be grading timber as specialist timber graders. They will be able to grade timber to the stated standards at a high rate of productivity and monitor the work of other timber graders.

Advisory Group : Solid Wood

Unit Standard 141 **Level 4** **Credit 9**

TIMBER GRADING: Stress grade timber mechanically

This unit is for learners in the timber industry who will be stress grading timber. Learners completing the unit will be able to operate a mechanical stress grader (MSG) to meet consignee's national standards.

Advisory Group : Solid Wood

Unit Standard 681 **Level 2** **Credit 3**

TIMBER MACHINING: Joint straight knives

This unit is for learners who are or intend to be employed in planer mills. Learners completing the unit will be able to use pull rod and screw jointers to bring straight knives in cutter heads to the same cutting circle. This unit is a pre-requisite for Unit 682, Joint profile cutters.

Advisory Group : Solid Wood

Unit Standard 690 **Level 2** **Credit 3**

TIMBER MACHINING: Make straight knives

This unit is for learners who have or wish to have responsibility for manufacturing industrial straight knives for use in timber planers. Learners completing the unit will be able to make knives in sets from steel stock.

Advisory Group : Solid Wood

Unit Standard 685 **Level 3** **Credit 3**

TIMBER MACHINING: Grind and hone in-head straight cutters in-head

This unit is for learners who have or wish to have responsibility for preparing in-head straight cutters for use in timber planers. Learners completing the unit will be able to maintain the cutting edge of straight cutters while they are installed in the cutter head. The unit that deals with grinding and honing straight cutters out of head is Unit 684, Grind and hone straight knives.

Advisory Group : Solid Wood

Unit Standard 684 **Level 3** **Credit 3**

TIMBER MACHINING: Grind and hone straight knives

This unit is for learners who have or wish to have responsibility for preparing straight knives for use in timber planers. Learners completing the unit will be able to maintain the cutting edge of knives by using straight knife grinders. The knives will not be ground in-head. Many learners will go on to Unit 685, Grind and hone straight cutters in-head.

Advisory Group : Solid Wood

Unit Standard 682 **Level 3** **Credit 3**

TIMBER MACHINING: Joint profile cutters

This unit is for learners who are or intend to be employed in planer mills. Learners completing the unit will be able to use stab jointers to bring profile knives in cutter heads to the same cutting circle.

Advisory Group : Solid Wood

Unit Standard 678 **Level 3** **Credit 7**

TIMBER MACHINING: Machine-plane timber

This unit is for learners who are or intend to be employed in planer mills. Learners completing the unit will be able to feed sawn or planed timber (feedstock) into planing machines, outfeed the planed timber and monitor the performance of planers, under the supervision of a senior machinist.

Advisory Group : Solid Wood

Unit Standard 680 **Level 3** **Credit 3**

TIMBER MACHINING: Make pressure pads for timber planers or sanders

This unit is for learners who are or intend to be employed in planer mills. Learners completing the unit will be able to make pressure pads for both timber planers and sanders to fit given profiles.

Advisory Group : Solid Wood

Unit Standard 688 **Level 3** **Credit 3**

TIMBER MACHINING: Make profile cutter templates

This unit is for learners who have or wish to have responsibility for designing and making templates for the manufacture of profile cutters for use in timber planers. Learners completing the unit will be able to use a range of drawing tools to develop templates and a range of cutting tools to make the templates. This unit does not cover the manufacture of the actual knives (refer to Unit 686, Grind and hone profile knives).

Advisory Group : Solid Wood

Unit Standard 679 **Level 3** **Credit 10**

TIMBER MACHINING: Profile-sand timber

This unit is for learners who are or intend to be employed in planer mills. Learners completing the unit will be able to use a machine sander (either as part of a planer set up or separately) to produce customer requirements for finish to planed timber.

Advisory Group : Solid Wood

Unit Standard 689 **Level 3** **Credit 7**

TIMBER MACHINING: Set knives and cutters into cutter heads

This unit is for learners who have or wish to have responsibility for setting up cutter heads for use in timber planers. Learners completing the unit will be able to set and balance cutters in heads in order to impart timber profile and finish to customer requirements.

Advisory Group : Solid Wood

Unit Standard 675 **Level 3** **Credit 7**

TIMBER MACHINING: Set up timber planer (for dress four sides)

This unit is for learners who are or intend to be employed in planer mills. Learners completing the unit will be able to set up timber planers to produce accurately sized (dress four sides) timber to customer requirements.

Advisory Group : Solid Wood

Unit Standard 687 **Level 4** **Credit 15**

TIMBER MACHINING: Grind and hone profile cutters in-head

This unit is for learners who have or wish to have responsibility for preparing in-head profile cutters for use in timber planers. Learners completing the unit will be able to maintain the cutting edge of profile cutters in-head.

Advisory Group : Solid Wood

Unit Standard 686 **Level 4** **Credit 10**

TIMBER MACHINING: Grind and hone profile knives

This unit is for learners who have or wish to have responsibility for making and preparing profile knives for use in timber planers. Learners completing the unit will be able to make and maintain the cutting edge of knives by using a range of grinding equipment. The knives will not be ground in-head. This unit may lead to Unit 687, Grind and hone profile cutters in-head.

Advisory Group : Solid Wood

Unit Standard 677 **Level 4** **Credit 20**

TIMBER MACHINING: Oversee operation of timber planer

This unit is for learners who are or intend to be employed in planer mills. Learners completing the unit will be able to oversee the operation of timber planers for the production of square-dressed or profiled timber. This unit does not cover the actual operation of the planer. (Refer to Unit 678, Machine-plane timber).

Advisory Group : Solid Wood

Unit Standard 676 **Level 4** **Credit 28**

TIMBER MACHINING: Set up timber planer (for planed timber profile)

This unit is for learners who are or intend to be employed in planer mills. Learners completing the unit will be able to set up timber planers (which can include hydrolock systems) to produce accurately sized and profiled timber to customer requirements.

Advisory Group : Solid Wood

Unit Standard 683 **Level 5** **Credit 35**

TIMBER MACHINING: Plan and cost timber machining production

This unit is for learners who have or wish to have responsibility for the supervision of timber machining operations. Learners completing the unit will be able to plan, cost and monitor timber machining operations.

Advisory Group : Solid Wood

Unit Standard 144 **Level 3** **Credit 4**

WOOD DRYING: Air dry timber or round produce

This unit is for learners who are engaged in the air drying of timber. Learners completing the unit will be able to carry out all the functions required in the air drying of timber.

Advisory Group : Solid Wood

Unit Standard 142 **Level 3** **Credit 6**

WOOD DRYING: Demonstrate knowledge of the principles of wood drying for drying specialists

This unit is for learners who are engaged in the kiln or air drying of timber, and is intended to provide a specialised theoretical base for the acquisition of skills in the practical operation of specific timber drying processes. Learners completing the unit will be able to explain the principles of moisture content and movement in wood, and the factors that affect the drying rate of wood, at an advanced level. This unit leads to specialised practical units in air or kiln drying.

Advisory Group : Solid Wood

Unit Standard 143 **Level 3** **Credit 3**

WOOD DRYING: Fillet timber for air or kiln drying

This unit is for learners who are engaged in the kiln or air drying of timber. Learners completing the unit will be able to carry out manual and mechanical filleting of timber packets.

Advisory Group : Solid Wood

Unit Standard 146 **Level 3** **Credit 3**

WOOD DRYING: Measure wood moisture content

This unit is for learners who are engaged in the kiln or air drying of timber. Learners completing the unit will be able to measure the moisture content (MC) of wood by using conventional and microwave oven drying.

Advisory Group : Solid Wood

Unit Standard 738 **Level 4** **Credit 30**

WOOD DRYING: Kiln dry timber

This unit is for learners who are engaged in the kiln drying of timber. Learners completing the unit will be able to operate a low temperature (below 50 C), conventional temperature (50 - 90 C), or high temperature (90 -150 C) wood drying kiln, including calculation of drying time, maintenance, residue and waste management, and documentation. Low temperature drying kilns are defined as kilns operating at temperatures below 50 C. Conventional temperature drying kilns are defined as kilns operating at temperatures in the range 50 -90 C. High temperature drying kilns are generally defined as kilns operating at temperatures in the range 90 - 150 C.

Advisory Group : Solid Wood

Unit Standard 145 **Level 4** **Credit 4**

WOOD DRYING: Operate dehumidifier/heat pump

This unit is for learners who are engaged in timber drying. Learners completing the unit will be able to operate a dehumidifier/heat pump, including calculation of drying time, maintenance, residue and waste management and documentation.

Advisory Group : Solid Wood

Unit Standard 150 **Level 3** **Credit 3**

WOOD PRESERVATION: Apply antisapstain chemicals

This unit is for learners who are required to apply antisapstain chemicals to wood produce, including roundwood and sawn wood. Learners completing the unit will be able to treat wood with antisapstain chemicals.

Advisory Group : Solid Wood

Unit Standard 147 **Level 3** **Credit 5**

WOOD PRESERVATION: Apply principles of wood preservation

This unit is for learners employed in the wood preservation sector of the industry, and provides an introduction to the specialised knowledge and skills that are required in the operation of all wood preservation plants. Learners completing the unit will be able to apply principles and standards of wood preservation in order to carry out wood preservation activities. Learners will go on to units covering the operation of specific treatment plants.

Advisory Group : Solid Wood

Unit Standard 149 **Level 3** **Credit 12**

WOOD PRESERVATION: Operate diffusion treatment plant

This unit is for learners who operate diffusion plant in the wood preservation sector of the industry. Learners completing the unit will be able to treat wood using a diffusion plant.

Advisory Group : Solid Wood

Unit Standard 151 **Level 3** **Credit 8**

WOOD PRESERVATION: Operate pre-treatment steamer

This unit is for learners who operate pre-treatment steamers in the wood preservation sector of the industry. Learners completing the unit will be able to use a steamer in order to prepare wood for preservation treatment.

Advisory Group : Solid Wood

Unit Standard 153 **Level 4** **Credit 10**

WOOD PRESERVATION: Operate creosote wood preservation plant

This unit is for learners who operate creosote treatment plants in the wood preservation sector of the industry. Learners completing the unit will be able to pre erve wood using creosote treatments.

Advisory Group : Solid Wood

Unit Standard 152 **Level 4** **Credit 20**

WOOD PRESERVATION: Operate LOSP treatment plant

This unit is for learners who operate Light Organic Solvent Preservative (LOSP) treatment plants in the wood preservation sector of the industry. Learners completing the unit will be able to treat wood using a LOSP treatment plant.

Advisory Group : Solid Wood

Unit Standard 148 **Level 4** **Credit 25**

WOOD PRESERVATION: Operate pressure treatment plant

This unit is for learners who use pressure treatment plants in the wood preservation sector of the industry. Learners completing the unit will be able to treat wood by a variety of methods using a pressure treatment plant.

Advisory Group : Solid Wood

Unit Standard 737 **Level 5** **Credit 30**

WOOD PRESERVATION: Manage technical aspects of wood preservation operations

The unit is for learners who have responsibility for managing or supervising the overall operation of wood preservation facilities in the solid wood processing industry. Learners completing the unit will be able to manage the operation of personnel and plant in wood preservation activities.

Advisory Group : Solid Wood

ARTS AND CRAFTS

Film and Electronic Media

Unit Standard 1331 *** **Level 3** **Credit 20**

ANIMATION: Layout animation

Participants credited with this unit will be able to determine the layout requirements for an animated production, produce key and scene layouts, and indicate the action within the layouts for the animators.

Advisory Group : Film and Electronic Media

Unit Standard 1328 *** **Level 2** **Credit 60**

CHARACTER ANIMATION: Clean up animation drawings

On successful completion of this unit, participants will be able to work as assistant animators, cleaning up in an animation studio. They will be able to clean up rough animation drawings to produce characters and other elements that are on model, and to interpret timing charts to achieve the movement required by the animator. Participants will be able to draw simple cycles and animated effects (efx).

Advisory Group : Film and Electronic Media

Unit Standard 1334 *** **Level 2** **Credit 20**

CHARACTER ANIMATION: Paint cels

Participants credited with this unit will be able to organise their work and materials to achieve a cel quota. They will be able to paint cels for shooting.

Advisory Group : Film and Electronic Media

Unit Standard 1333 * Level 2 Credit 3**

CHARACTER ANIMATION: Produce photocopied cels

Participants credited with this unit will be able to produce cels for painting using a photocopier. They will be able to place drawings for a variety of cel sizes, and carry out routine maintenance on the photocopier.

Advisory Group : Film and Electronic Media

Unit Standard 1329 * Level 3 Credit 60**

CHARACTER ANIMATION: Draw inbetweens

Participants credited with this unit will be able to work as assistant animators inbetweening in an animation studio. They will be able to interpret the animator's time charts to produce rough inbetweens for clean up. They will be able to draw special effects and work in a team with the other artists.

Advisory Group : Film and Electronic Media

Unit Standard 1332 * Level 3 Credit 10**

CHARACTER ANIMATION: Perform animation checking

Participants credited with this unit will be able to check drawings, backgrounds, and exposure sheets in order to prepare material for photocopying, painting and shooting. They will be able to check the accuracy of the animation.

Advisory Group : Film and Electronic Media

Unit Standard 1336 * Level 3 Credit 30**

CHARACTER ANIMATION: Shoot animation

Participants credited with this unit will be able to use a rostrum camera to shoot animation from an exposure sheet. They will be able to shoot a variety of effects.

Advisory Group : Film and Electronic Media

Unit Standard 1330 * Level 4 Credit 60**

CHARACTER ANIMATION: Draw keys and breaks

Participants credited with this unit will be able to work as animators in an animation studio. They will be able to break down a storyboard and layouts, plot drawings on an exposure sheet and produce rough keys and breaks for clean up and inbetweening.

Advisory Group : Film and Electronic Media

Unit Standard 1335 * Level 4 Credit 30**

CHARACTER ANIMATION: Produce 3D animation using a computer

Participants credited with this unit will be able to create a short visual sequence without sound to tell a client's story from a storyboard.

Advisory Group : Film and Electronic Media

Unit Standard 1449 * Level 1 Credit 5**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Clapper load for a film shoot

This is an entry level unit for film camera operators. Learners credited with this unit will be able to load and unload film, operate a clapper board, and change lenses under direction.

Advisory Group : Film and Electronic Media

Unit Standard 1452 * Level 1 Credit 5**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Provide assistance for an electronic shoot

This is an entry level unit for electronic cameras. Learners credited with this unit will be able to rig and derig a camera, manage cables, and change lenses and other accessories under direction.

Advisory Group : Film and Electronic Media

Unit Standard 1450 * Level 2 Credit 5**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Focus pull for a film shoot

Learners credited with this unit will be able to set up a camera, calculate and pull focus for a shoot. They will be able to clean and maintain the follow-focus unit.

Advisory Group : Film and Electronic Media

Unit Standard 1464 * Level 2 Credit 5**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Provide lighting assistance for a shoot

Learners credited with this unit will be able to provide lighting and rigging assistance on a location or studio shoot. Learners will become familiar with equipment and handling procedures.

Advisory Group : Film and Electronic Media

Unit Standard 1467 * Level 3 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Control lighting during a television production

Learners credited with this unit will be able to prepare a lighting board for a production. They will be able to control lighting to achieve the required look during the shooting.

Advisory Group : Film and Electronic Media

Unit Standard 1462 * Level 3 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Mount camera and operator to helicopters and aeroplanes

Learners credited with this unit will be able to mount cameras and secure operators to aircraft. They will be able to take the safety of all parties into account in achieving the required shots, and adhere to civil aviation regulations.

Advisory Group : Film and Electronic Media

Unit Standard 1459 * Level 3 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Mount cameras and operators to standard mounts

Learners credited with this unit will be able to mount cameras to and set operators on a range of standard mounts to achieve fixed and moving shots.

Advisory Group : Film and Electronic Media

Unit Standard 1463 * Level 3 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Mount miniature cameras

Learners credited with this unit will be able to mount miniature cameras on fixed and moving inanimate objects for sports and documentaries. They will be able to ensure that the camera does not interfere with the activity being shot, and they will be able to organise safe retrieval of the camera.

Advisory Group : Film and Electronic Media

Unit Standard 1465 * Level 3 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Rig lights for a shoot

Learners credited with this unit will be able to rig and derig lights under direction of a Director of Photography (DOP) or Technical Producer (TP) in studios and on location.

Advisory Group : Film and Electronic Media

Unit Standard 1451 * Level 3 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Shoot film under direction

Learners credited with this unit will be able to frame and compose shots to shoot sequences under direction.

Advisory Group : Film and Electronic Media

Unit Standard 1453 * Level 3 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Shoot material in an electronic multi-camera environment

Learners credited with this unit will be able to set up their camera, and shoot material in a studio or Outside Broadcast (OB).

Advisory Group : Film and Electronic Media

Unit Standard 1466 * Level 4 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Manage lighting elements for a production

Learners credited with this unit will be able to assess lighting needs and organise the rigging, kits, and crews for a production.

Advisory Group : Film and Electronic Media

Unit Standard 1461 * Level 4 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Mount camera and operator to boats and yachts

Learners credited with this unit will be able to mount cameras and operators to yachts, speedboats, jets and other small vessels. They will be able to take the safety of all parties into account in achieving the required shots, and protect equipment from salt spray.

Advisory Group : Film and Electronic Media

Unit Standard 1460 * Level 4 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Mount camera and operator to on and off road vehicles

Learners credited with this unit will be able to mount cameras and operators to cars, trucks, and 4WD vehicles. They will be able to take the safety of all parties into account in achieving the required shots.

Advisory Group : Film and Electronic Media

Unit Standard 1454 * Level 4 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Shoot a single camera production

Learners credited with this unit will be prepared to assess and organise a single camera shoot. They will be able to shoot raw footage for a director or client.

Advisory Group : Film and Electronic Media

Unit Standard 1457 * Level 4 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Shoot footage from a boat or yacht

Learners credited with this unit will be able to assess the requirements for shooting from a boat or yacht. They will be able to brief and debrief crew, and adhere to the safety requirements in shooting the required raw footage. Learners may also find it useful to complete Units 1459, Mount cameras and operators to standard mounts and Unit 1461, Mount camera and operator to boats and yachts.

Advisory Group : Film and Electronic Media

Unit Standard 1458 * Level 4 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Shoot footage from an aeroplane and helicopter

Learners credited with this unit will be able to assess the requirements for shooting from an aircraft. They will be able to brief and debrief crew, and adhere to the legislation and safety requirements in shooting the required raw footage. Learners may also find it useful to complete Unit 1459, Mount cameras and operators to standard mounts, and Unit 1462, Mount camera and operator to helicopters and aeroplanes.

Advisory Group : Film and Electronic Media

Unit Standard 1456 * Level 4 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Shoot footage from an on and off road vehicle

Learners credited with this unit will be able to assess the requirements for shooting from a two or more wheeled vehicle. They will be able to brief and debrief crew, and adhere to the safety requirements in shooting the required raw footage. Learners may also find it useful to complete Units 1459, Mount cameras and operators to standard mounts and Unit 1460, Mount camera and operator to on and off road vehicles.

Advisory Group : Film and Electronic Media

Unit Standard 1468 * Level 5 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Design lighting for a production

Learners credited with this unit will be able to take responsibility for the artistic contribution of lighting to the production. Learners will be able to create lighting briefs or plots.

Advisory Group : Film and Electronic Media

Unit Standard 1455 * Level 5 Credit 10**

FILM AND ELECTRONIC CAMERAS AND LIGHTING: Oversee multi-camera requirements for a production

Learners credited with this unit will be able to assess production requirements, organise crews and cameras on the day.

Advisory Group : Film and Electronic Media

Unit Standard 1379 * Level 3 Credit 10**

FILM AND ELECTRONIC MEDIA SCRIPT WRITING: Write a five minute drama script for television or film

Learners credited with this unit will be able to follow a complete script writing process to produce the final draft of a five minute drama script for both television and film.

Advisory Group : Film and Electronic Media

Unit Standard 1381 * Level 4 Credit 10**

FILM AND ELECTRONIC MEDIA SCRIPT WRITING: Write a drama feature for television

Learners credited with this unit will be able to structure a story to fit into the commercial television format, and produce a final draft.

Advisory Group : Film and Electronic Media

Unit Standard 1383 * Level 4 Credit 10**

FILM AND ELECTRONIC MEDIA SCRIPT WRITING: Write a script for a corporate video

Learners credited with this unit will be able to develop and present a treatment as a proposal to a client. They will be able to write drafts to a shooting script approved by the client and polish the narration to fit the final cut.

Advisory Group : Film and Electronic Media

Unit Standard 1382 * Level 4 Credit 10**

FILM AND ELECTRONIC MEDIA SCRIPT WRITING: Write a script for a television documentary

Learners credited with this unit will be able to establish the script treatment with the producer, and write drafts to the approved shooting script. They will be able to polish narration so that it fits the final cut.

Advisory Group : Film and Electronic Media

Unit Standard 1384 * Level 4 Credit 10**

FILM AND ELECTRONIC MEDIA SCRIPT WRITING: Write a script for an educational video

Learners credited with this unit will be able to develop a concept that will achieve the client's educational objectives. They will be able to develop and finalise a treatment that ensures that learning will take place, and write drafts to the approved shooting script.

Advisory Group : Film and Electronic Media

Unit Standard 1380 * Level 4 Credit 10**

FILM AND ELECTRONIC MEDIA SCRIPT WRITING: Write bonsai drama for cinema

Learners credited with this unit will be able to structure a story for cinema. They will be able to complete the writing process to final draft form.

Advisory Group : Film and Electronic Media

Unit Standard 1385 * Level 5 Credit 10**

FILM AND ELECTRONIC MEDIA SCRIPT WRITING: Edit television and film drama script

Learners credited with this unit will be able to proof-read and edit a script. They will be able to supervise a script writer and organise script distribution prior to production.

Advisory Group : Film and Electronic Media

Unit Standard 1469 * Level 1 Credit 3**

FILM AND ELECTRONIC MEDIA SOUND: Demonstrate knowledge of sound operations

Learners credited with this unit will be able to describe the role of sound in story telling, identify and describe the roles of sound personnel. They will also be able to describe sound production and post production activities. Learners may also find it useful to complete Unit 1350, Demonstrate an understanding of the physics of sound in film and the electronic media.

Advisory Group : Film and Electronic Media

Unit Standard 1470 * Level 1 Credit 3**

FILM AND ELECTRONIC MEDIA SOUND: Sync and dub audio

Learners credited with this unit will be able to dub audio between formats and to set up equipment for a synced replay.

Advisory Group : Film and Electronic Media

Unit Standard 1471 * Level 2 Credit 5**

FILM AND ELECTRONIC MEDIA SOUND: Assist sound recordist

Learners credited with this unit will be able to place and connect up microphones in a studio or on location under the direction of a sound recordist.

Advisory Group : Film and Electronic Media

Unit Standard 1472 * Level 2 Credit 5**

FILM AND ELECTRONIC MEDIA SOUND: Perform simple sound edits on film

Learners credited with this unit will be able to splice 16mm and 35mm film to create transparent sound edits. They will be able to assemble a sound roll and maintain their equipment.

Advisory Group : Film and Electronic Media

Unit Standard 1477 * Level 3 Credit 10**

FILM AND ELECTRONIC MEDIA SOUND: Mix down multitrack for a production

Learners credited with this unit will be able to mix down the sound to the required number of tracks, taking into account the requirements for quality.

Advisory Group : Film and Electronic Media

Unit Standard 1478 * Level 3 Credit 10**

FILM AND ELECTRONIC MEDIA SOUND: Mix location sound

Learners credited with this unit will be able to set up location sound recording equipment, record and monitor the quality of the required sound. They will be able to solve common audio recording problems.

Advisory Group : Film and Electronic Media

Unit Standard 1474 * Level 3 Credit 10**

FILM AND ELECTRONIC MEDIA SOUND: Mix sound for live television production

Learners credited with this unit will be able to set up a studio for recording, and communication networks between production and studio areas. They will be able to monitor the sound for transmission.

Advisory Group : Film and Electronic Media

Unit Standard 1475 * Level 3 Credit 20**

FILM AND ELECTRONIC MEDIA SOUND: Track lay sound for a production

Learners credited with this unit will be able to source sounds and lay tracks for a production. They will be able to write a mixing script.

Advisory Group : Film and Electronic Media

Unit Standard 1476 * Level 4 Credit 10**

FILM AND ELECTRONIC MEDIA SOUND: Manage sound resources for a production

Learners credited with this unit will be able to translate a director's concept into practical directions. They will be able to cost, resource, and monitor the realisation of that concept for a bonsai, television commercial, short film, or television feature.

Advisory Group : Film and Electronic Media

Unit Standard 1473 * Level 4 Credit 60**

FILM AND ELECTRONIC MEDIA SOUND: Record music direct to air or to multitrack

Learners credited with this unit will be able to set up a studio or outside broadcast (OB) to record a variety of music for direct transmission or post production.

Advisory Group : Film and Electronic Media

Unit Standard 1368 * Level 1 Credit 3**

FILM AND ELECTRONIC POST PRODUCTION: Assist film editor

Learners credited with this unit will be able to set up an editing room, prepare film, and manage the trims during editing under supervision of the film editor.

Advisory Group : Film and Electronic Media

Unit Standard 1363 * Level 2 Credit 5**

FILM AND ELECTRONIC POST PRODUCTION: Choose images to form a sequence

This unit introduces sequencing. Learners credited with this unit will be able to choose and order images or shots to create a sequence that will tell a simple story. This unit is useful for cameras, direction, script writing, and editing.

Advisory Group : Film and Electronic Media

Unit Standard 1366 * Level 2 Credit 4**

FILM AND ELECTRONIC POST PRODUCTION: Perform edits on video tape from an edit decision list

Learners credited with this unit will be able to interpret an edit decision list (edl) to produce an edited videotape for a director.

Advisory Group : Film and Electronic Media

Unit Standard 1365 * Level 2 Credit 3**

FILM AND ELECTRONIC POST PRODUCTION: Record, replay and erase videotape

Learners credited with this unit will be able to work in a cinetape environment. They will be able to set up and operate machines, dub between formats, and maintain their equipment.

Advisory Group : Film and Electronic Media

Unit Standard 1364 * Level 3 Credit 5**

FILM AND ELECTRONIC POST PRODUCTION: Assemble and tighten a five minute sequence

Learners credited with this unit will be able to make editing decisions under supervision in order to achieve a sequence of the correct duration.

Advisory Group : Film and Electronic Media

Unit Standard 1367 * Level 3 Credit 5**

FILM AND ELECTRONIC POST PRODUCTION: Edit videotape on line

Learners credited with this unit will be able to use an on-line suite to edit videotape. They will be able to programme digital video effects to achieve a client's concept.

Advisory Group : Film and Electronic Media

Unit Standard 1369 * Level 4 Credit 10**

FILM AND ELECTRONIC POST PRODUCTION: Assemble and tighten a programme to produce an edit decision list or cutting copy

Learners credited with this unit will be able assemble a working copy of a programme to produce an edit decision list (EDL) for on-line editing or instructions for a Negative Cutter. They will be able to structure a programme to fit within the known time limits.

Advisory Group : Film and Electronic Media

Unit Standard 1427 * Level 1 Credit 5**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Demonstrate an understanding of television, film and video production

Learners credited with this unit will be able to follow the flow of a production, including identifying the roles and functions of personnel. They will be able to describe the various means of showing completed productions, and estimate the general costs involved in each type of production. This is an entry level unit which provides an orientation for people new to the industries.

Advisory Group : Film and Electronic Media

Unit Standard 1436 * Level 1 Credit 3**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Provide assistance to studio floor manager

Learners credited with this unit will be able to interpret floor plans to ensure that a studio is set up for production. They will be able to provide services to the cast, operate an autocue, and cue cast under direction. This unit is likely to lead to floor and production management.

Advisory Group : Film and Electronic Media

Unit Standard 1435 * Level 2 Credit 10**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Manage equipment availability and transport

Learners credited with this unit will be able to manage the logistics of supply, and create alternatives where equipment is not available.

Advisory Group : Film and Electronic Media

Unit Standard 1433 * Level 2 Credit 30**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Test, commission and maintain camera equipment

Learners credited with this unit will be able to check equipment and its performance to ensure that a kit is compatible and functional at pick up time. They will be able to maintain equipment, track faults, and carry out operational and emergency maintenance.

Advisory Group : Film and Electronic Media

Unit Standard 1442 * Level 3 Credit 5**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Administer a television production

Learners credited with this unit will be able to set up production information systems, administer contracts, and wind up programme administration at the end of production.

Advisory Group : Film and Electronic Media

Unit Standard 1434 * Level 3 Credit 10**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Assemble and pack kit for shoot

Learners credited with this unit will be able to analyse an artistic concept to determine the requirements for equipment. They will be able to list, assemble, and pack a kit for a shoot.

Advisory Group : Film and Electronic Media

Unit Standard 1437 * Level 3 Credit 15**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Floor manage a shoot

Learners credited with this unit will be able to organise rehearsals, cast and manage extras, and manage audiences. They will be able to produce a daily call sheet and transport schedule, and oversee the safety of crew and cast.

Advisory Group : Film and Electronic Media

Unit Standard 1438 * Level 3 Credit 15**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Location manage a shoot

Learners credited with this unit will be able to recce private and public property to assess suitability for shooting. They will be able to arrange access, crew and cast services, and manage the public during the shooting.

Advisory Group : Film and Electronic Media

Unit Standard 1439 * Level 3 Credit 10**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Plan production schedule

Learners credited with this unit will be able to break down a script and shooting script to determine a schedule for a production. They will be able to complete the logistical planning to produce a schedule which is both efficient and effective.

Advisory Group : Film and Electronic Media

Unit Standard 1440 * Level 3 Credit 10**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Prepare and manage production budgets

Learners credited with this unit will be able to determine the resources and activities required to achieve a programme concept, and to cost these to produce a budget for approval. They will be able to schedule and book resources, and monitor expenditure.

Advisory Group : Film and Electronic Media

Unit Standard 1441 * Level 3 Credit 10**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Provide television production assistance for a shoot

Learners credited with this unit will be able to call shots, roll in and cue visual sources. They will be able to prepare a script for shooting, and for post production.

Advisory Group : Film and Electronic Media

Unit Standard 1432 * Level 3 Credit 15**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Research a series for television

Learners credited with this unit will be able to determine the requirements and carry out the research work for a television series within an allocated budget. They will be able to manage sources, and to set up and manage information systems.

Advisory Group : Film and Electronic Media

Unit Standard 1431 * Level 3 Credit 15**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Research a single programme for television

Learners will be able to determine research requirements, research factual information, talent and contributors, and organise archival and audio footage for a television programme.

Advisory Group : Film and Electronic Media

Unit Standard 1429 * Level 4 Credit 20**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Produce a five minute item for television

Learners credited with this unit will be able to plan and resource a production to achieve a production concept. They will be able to present the production proposal to a broadcaster, and manage the achievement of the final item for broadcast.

Advisory Group : Film and Electronic Media

Unit Standard 1430 * Level 5 Credit 60**

FILM AND ELECTRONIC PRODUCTION MANAGEMENT: Initiate and manage a video production

Learners credited with this unit will be able to develop a production concept in order to secure funding. They will be able to plan, resource, and monitor the production. Learners will be able to ensure that the video is made on time, to budget, and achieves the production concept.

Advisory Group : Film and Electronic Media

Unit Standard 1355 * Level 2 Credit 8**

FILM AND ELECTRONIC PRODUCTION OPERATIONS: Add music and simple sound effects to a video

This unit is for home video makers. Participants credited with this unit will be able to record, mix and lay additional sound to their video using a simple sound desk.

Advisory Group : Film and Electronic Media

Unit Standard 1349 * Level 2 Credit 5**

FILM AND ELECTRONIC PRODUCTION OPERATIONS: Demonstrate an understanding of the physics of light in video and film

This is a theory-based unit covering the nature and behaviour and problems of light in the electronic and film industries. Participants credited with this unit will be able to describe the technology used in capturing, processing, storing and transmitting light.

Advisory Group : Film and Electronic Media

Unit Standard 1350 * Level 2 Credit 4**

FILM AND ELECTRONIC PRODUCTION OPERATIONS: Demonstrate an understanding of the physics of sound in film and the electronic media

This is a theory-based unit covering the nature, behaviour and problems of sound in the electronic and film industries. Participants credited with this unit will be able to describe the technology used in capturing, processing, storing and transmitting sound.

Advisory Group : Film and Electronic Media

Unit Standard 1354 * Level 2 Credit 5**

FILM AND ELECTRONIC PRODUCTION OPERATIONS: Edit video

Participants credited with this unit will be able to edit their material to tell a simple story using a video recorder.

Advisory Group : Film and Electronic Media

Unit Standard 1353 * Level 2 Credit 5**

FILM AND ELECTRONIC PRODUCTION OPERATIONS: Manage light sources for a video camera shoot

Participants credited with this unit will be able to assess an environment to create the required contrast levels.

Advisory Group : Film and Electronic Media

Unit Standard 1352 * Level 2 Credit 5**

FILM AND ELECTRONIC PRODUCTION OPERATIONS: Shoot material for a sequence with a video camera

Participants credited with this unit will be able to compose and shoot material. They will know the capabilities of their camera.

Advisory Group : Film and Electronic Media

Unit Standard 1361 * Level 3 Credit 10**

FILM AND ELECTRONIC PRODUCTION OPERATIONS: Compile (vision mix) a multisource television production

Participants credited with this unit credited with this unit will be able to mark up a script in consultation with a director to determine the transitions required for mixing a variety of sources to tape. They will be able to set up a vision mixing panel and switch the sources on cue.

Advisory Group : Film and Electronic Media

Unit Standard 1351 * Level 3 Credit 5**

FILM AND ELECTRONIC PRODUCTION OPERATIONS: Manipulate images using a computer and VCR

Successful completion of this unit enables participants to connect a computer to a video camera or VCR, to capture, enhance, store, and retrieve images. They will be able to convert image formats, and compress files for storage.

Advisory Group : Film and Electronic Media

Unit Standard 1362 * Level 4 Credit 10**

FILM AND ELECTRONIC PRODUCTION OPERATIONS: Compile (vision mix) a music performance to air

Participants credited with this unit will be able to mark up a music score for an orchestra or band in consultation with a director, and switch a programme to air.

Advisory Group : Film and Electronic Media

Unit Standard 1356 * Level 4 Credit 20**

FILM AND ELECTRONIC PRODUCTION OPERATIONS: Direct a five minute video

Successful completion of this unit enables participants to direct a short video for non-broadcast purposes. They will be able to complete the pre and post production requirements as well as directing the shooting of the raw footage.

Advisory Group : Film and Electronic Media

Unit Standard 1358 * Level 4 Credit 20**

FILM AND ELECTRONIC PRODUCTION OPERATIONS: Provide vision control for a television production

Participants credited with this unit will be able to prepare for an Outside Broadcast (OB) or studio recording by lining up vision sources and monitors. They will be able to monitor the technical and aesthetic quality of pictures under direction of a technical producer.

Advisory Group : Film and Electronic Media

Unit Standard 1357 * Level 5 Credit 40**

FILM AND ELECTRONIC PRODUCTION OPERATIONS: Direct a fifteen to twenty-seven minute item for television

Participants credited with this unit will be able to direct a short item for television broadcast. They will be able to direct all stages of production to deliver the item to a producer or client in the required format. The item may be shot on either film or videotape.

Advisory Group : Film and Electronic Media

Unit Standard 1360 * Level 5 Credit 30**

FILM AND ELECTRONIC PRODUCTION OPERATIONS: Oversee programme technical standards for transmission

Participants credited with this unit will be able to work in a presentation suite to switch sources and monitor the sound and picture quality against international standards for broadcast transmission.

Advisory Group : Film and Electronic Media

Unit Standard 1359 * Level 5 Credit 20**

FILM AND ELECTRONIC PRODUCTION OPERATIONS: Oversee technical and operational elements for a television production

Participants credited with this unit will be able to translate a client's concept into technical directions for lighting and cameras. They will be able to cost the technical aspects of production, supervise the setting up, and monitor the look of the pictures.

Advisory Group : Film and Electronic Media

Unit Standard 1403 * Level 1 Credit 5**

FILM AND TELEVISION PRODUCTION DESIGN: Demonstrate knowledge of the role and functions of design in production

Learners credited with this unit will be able to identify and describe the roles of personnel working in the design areas of a production. They will be able to describe the design process from conception to post production, and have a knowledge of techniques and materials.

Advisory Group : Film and Electronic Media

Unit Standard 1408 * Level 2 Credit 5**

FILM AND TELEVISION PRODUCTION DESIGN: Apply standard make-up for film and video

Learners credited with this unit will be able to apply standard make-up to both male and female faces to achieve a natural look on film and video. They will be able to follow skin care routines, manage client's hair, and clean and sterilise their equipment.

Advisory Group : Film and Electronic Media

Unit Standard 1414 * Level 2 Credit 10**

FILM AND TELEVISION PRODUCTION DESIGN:
Provide properties standby and assistance for a shoot

Learners credited with this unit will be able to organise and manage hand props during a single set shoot in a studio on location. They will be able to manage consumables and achieve continuity of time and location, and clean up after a shoot.

Advisory Group : Film and Electronic Media

Unit Standard 1417 * Level 2 Credit 5**

FILM AND TELEVISION PRODUCTION DESIGN:
Provide staging assistance for a production

Learners credited with this unit will be able to set, strike, and pack staging elements under supervision for a production. They will be able to provide a range of standby services, and use safe working practices.

Advisory Group : Film and Electronic Media

Unit Standard 1411 * Level 3 Credit 5**

FILM AND TELEVISION PRODUCTION DESIGN:
Apply and remove prosthetics

Learners credited with this unit will be able to prepare client's skin for prosthetics, apply and remove a range of small prosthetics. They will be able to apply make-up to the prosthetic so that it blends with the surrounding skin.

Advisory Group : Film and Electronic Media

Unit Standard 1409 * Level 3 Credit 5**

FILM AND TELEVISION PRODUCTION DESIGN:
Apply corrective and glamour make-up

Learners credited with this unit will be able to disguise a range of blemishes and faults, and create glamorous looks for female faces. They will be able to apply make-up to hands to match the glamorous look.

Advisory Group : Film and Electronic Media

Unit Standard 1410 * Level 3 Credit 15**

FILM AND TELEVISION PRODUCTION DESIGN:
Create character make-up

Learners credited with this unit will be able to create a variety of blemishes, period looks, and to age a client to achieve a character look.

Advisory Group : Film and Electronic Media

Unit Standard 1415 * Level 3 Credit 25**

FILM AND TELEVISION PRODUCTION DESIGN: Dress a set for a production

Learners credited with this unit will be able to determine set dressing requirements, and organise and manage set dressing in a studio or on location. They will be able to create and modify props and achieve continuity of time and location.

Advisory Group : Film and Electronic Media

Unit Standard 1405 * Level 3 Credit 20**

FILM AND TELEVISION PRODUCTION DESIGN:
Provide art direction for a production

Learners credited with this unit will be able to determine art direction requirements, direct and maintain the visual look of a production. They will be able to identify continuity issues and advise the director on art problems.

Advisory Group : Film and Electronic Media

Unit Standard 1406 * Level 3 Credit 20**

FILM AND TELEVISION PRODUCTION DESIGN:
Provide continuity services for a production

Learners credited with this unit will be able to keep a continuity record for a drama shoot. They will be able to assess a script to determine which elements will have continuity issues, and provide daily reports of continuity and progress to the production office or producer.

Advisory Group : Film and Electronic Media

Unit Standard 1413 * Level 3 Credit 5**

FILM AND TELEVISION PRODUCTION DESIGN:
Provide standby make-up services for a production

Learners credited with this unit will be able to maintain and create looks on location and in a studio. They will be able to assemble a standby kit, and clean up after a shoot.

Advisory Group : Film and Electronic Media

Unit Standard 1424 * Level 3 Credit 5**

FILM AND TELEVISION PRODUCTION DESIGN:
Provide wardrobe standby for a production

Learners credited with this unit will be able to plan and deliver standby services for a production including assembling a kit, dressing cast and packing the wardrobe for transport. They will be able to clean up after a shoot.

Advisory Group : Film and Electronic Media

Unit Standard 1407 * Level 3 Credit 5**

FILM AND TELEVISION PRODUCTION DESIGN:
Storyboard selected sequences for a five minute video

Learners credited with this unit will be able to determine the complexity required in the story board, and select representative sequences for drawing. They will be able to breakdown a scene into shots, and incorporate information about the pictures and sound to give a producer or client sufficient information to visualise the final production.

Advisory Group : Film and Electronic Media

Unit Standard 1420 * Level 4 Credit 15**

FILM AND TELEVISION PRODUCTION DESIGN:
Construct a set from specifications

Learners credited with this unit will be able to make and clad frames which can be moved or flown. They will be able to fit hardware into a set to meet an art director's specifications.

Advisory Group : Film and Electronic Media

Unit Standard 1425 * Level 4 Credit 10**

FILM AND TELEVISION PRODUCTION DESIGN: Coordinate wardrobe for a production

Learners credited with this unit will be able to break down a script to determine the wardrobe requirements, and schedule all wardrobe activity. They will be able to measure and fit costumes to cast.

Advisory Group : Film and Electronic Media

Unit Standard 1419 * Level 4 Credit 10**

FILM AND TELEVISION PRODUCTION DESIGN: Create simple special effects

Learners credited with this unit will be able to determine the special effects requirements and create a range of low explosive effects and weather elements for a production. They will be able to ensure the safety of cast and crew before, during, and after the effect.

Advisory Group : Film and Electronic Media

Unit Standard 1404 * Level 4 Credit 20**

FILM AND TELEVISION PRODUCTION DESIGN: Design a single set production

Learners will be able to develop a design from concept to realisation for a simple production. They will be able to create models and prepare costings and specifications, and monitor the realisation of the design.

Advisory Group : Film and Electronic Media

Unit Standard 1416 * Level 4 Credit 30**

FILM AND TELEVISION PRODUCTION DESIGN: Design and manage props for a production

Learners credited with this unit will be able to translate a client's concept into a top level plan. They will be able to acquire props, and manage the properties budget.

Advisory Group : Film and Electronic Media

Unit Standard 1412 * Level 4 Credit 60**

FILM AND TELEVISION PRODUCTION DESIGN: Manufacture prosthetics

Learners credited with this unit will be able analyse the designer's or director's concept to determine prosthetic requirements. They will be able to make prosthetics of heads, bodies and individual parts. They will be able to sculpt moulds to create wounds, characters, blemishes, swelling, ageing, and scars.

Advisory Group : Film and Electronic Media

Unit Standard 1423 * Level 4 Credit 15**

FILM AND TELEVISION PRODUCTION DESIGN: Paint scenic art

Learners credited with this unit will be able to determine scenic painting requirements and paint scenic art on a variety of surfaces to create the required illusion of depth and angle.

Advisory Group : Film and Electronic Media

Unit Standard 1418 * Level 4 Credit 10**

FILM AND TELEVISION PRODUCTION DESIGN: Plan and manage staging elements for a production

Learners credited with this unit will be able to schedule and supervise staging for a production. They will be able to make a variety of alterations to a set to meet production requirements.

Advisory Group : Film and Electronic Media

Unit Standard 1422 * Level 4 Credit 20**

FILM AND TELEVISION PRODUCTION DESIGN: Provide set finishing services

Learners credited with this unit will be able to determine set finishing requirements and to use a variety of painting and texture coating techniques to create an illusion on camera. They will be able to restore a location to the state and condition agreed with the owner.

Advisory Group : Film and Electronic Media

Unit Standard 1426 * Level 5 Credit 20**

FILM AND TELEVISION PRODUCTION DESIGN: Design wardrobe for a production

Learners credited with this unit will be able to translate a client's of producer's concept into achievable costume designs.

Advisory Group : Film and Electronic Media

Unit Standard 1421 * Level 5 Credit 15**

FILM AND TELEVISION PRODUCTION DESIGN: Plan and manage set construction for a production

Learners credited with this unit will be able to break down scripts and design briefs to produce a construction schedule and set of specifications. They will be able to oversee construction to ensure that all set elements are ready in time for production.

Advisory Group : Film and Electronic Media

Unit Standard 1343 * Level 1 Credit 4**

FILM LABORATORY: Handle rushes

Participants credited with this unit will be able to assemble lab rolls, check the quality of prints, and pull and match negatives.

Advisory Group : Film and Electronic Media

Unit Standard 1345 * Level 2 Credit 5**

FILM LABORATORY: Print film

Participants credited with this unit will be able to set up, initiate, and monitor wet, dry, frame cue count (FCC), and black and white film printing.

Advisory Group : Film and Electronic Media

Unit Standard 1344 * Level 2 Credit 5**

FILM LABORATORY: Process film stock by machine

Participants credited with this unit will be able to set up, initiate and monitor film processing.

Advisory Group : Film and Electronic Media

Unit Standard 1348 * Level 3 Credit 15**

FILM LABORATORY: Create optical effects

Participants credited with this unit will be able to create a range of basic and complex optical effects on film including dissolves, wipes, zooms, titles, duplications, and colour manipulations.

Advisory Group : Film and Electronic Media

Unit Standard 1347 * Level 3 Credit 10**

FILM LABORATORY: Cut and match negatives

Participants credited with this unit will be able to assemble the original negatives into a roll for release printing using cutting copy directions or an edit decision list (edl).

Advisory Group : Film and Electronic Media

Unit Standard 1346 * Level 3 Credit 10**

FILM LABORATORY: Print and grade archive footage

Participants credited with this unit will be able to assess and take appropriate preservation steps when grading and printing both nitrate and safety film for a client.

Advisory Group : Film and Electronic Media

Unit Standard 1340 * Level 2 Credit 5**

RADIO AND TELEVISION ON-AIR PERFORMANCE: Present on camera for television

Participants credited with this unit will be able to present scripted or ad libbed material to camera. They will be able to groom themselves appropriately and respond to direction.

Advisory Group : Film and Electronic Media

Unit Standard 1341 * Level 3 Credit 10**

RADIO AND TELEVISION ON-AIR PERFORMANCE: Host a television show

Participants credited with this unit will be able to match their presentation style to the programme requirements. They will be able to do voiceover work, and to critique their own performance.

Advisory Group : Film and Electronic Media

Unit Standard 1342 * Level 3 Credit 10**

RADIO AND TELEVISION ON-AIR PERFORMANCE: Interview for entertainment on television

Participants credited with this unit will be able to research and develop a line of questioning in order to interview a guest. They will be able to brief and debrief the guest, and to conduct an interview in the style required by the programme.

Advisory Group : Film and Electronic Media

Unit Standard 1377 * Level 2 Credit 5**

RADIO AND TELEVISION PROGRAMMING: Manage programme traffic

Learners credited with this unit will be able to schedule and track the movement of tapes to ensure that material is ready for transmission, and manage the tapes. They will be able to use a computer database to locate information and run reports.

Advisory Group : Film and Electronic Media

Unit Standard 1375 * Level 3 Credit 15**

RADIO AND TELEVISION PROGRAMMING: Preview and play programmes for transmission

Learners credited with this unit will be able to preview programmes and check programme logs to ensure that all is in order for transmission. They will be able to select appropriate breaks for commercials, and recover from mistimings and equipment failure during transmission.

Advisory Group : Film and Electronic Media

Unit Standard 1378 * Level 4 Credit 15**

RADIO AND TELEVISION PROGRAMMING: Censor programme material for television and cinema

Learners credited with this unit will be able to identify a range of material which breaches legal and ethical standards. They will be able to classify programmes, and recommend cuts to change a programme's classification. Learners will be able to respond to complaints about censorship, taking into account the legislation, research, and current thinking about associated issues.

Advisory Group : Film and Electronic Media

Unit Standard 1376 * Level 4 Credit 10**

RADIO AND TELEVISION PROGRAMMING: Compile an advance programme schedule

Learners credited with this unit will be able to time a master schedule to determine the elements which will require change. They will be able to determine the requirements for reduction editing and filling to produce an advance schedule from which daily logs can be produced.

Advisory Group : Film and Electronic Media

Unit Standard 1389 * Level 2 Credit 3**

RADIO AND TELEVISION SALES: Interpret television ratings and research

Learners credited with this unit will be able to interpret audience research to track a target audience and the performance of a station, channel, or promotion. They will be able to spot trends and identify the sources and destinations of the target audience.

Advisory Group : Film and Electronic Media

Unit Standard 1390 * Level 2 Credit 5**

RADIO AND TELEVISION SALES: Schedule television advertising

Learners credited with this unit will be able to schedule commercials to reach a target audience with the highest frequency allowed by the client's budget. They will be able to report the total impacts and cost per thousand of the campaign.

Advisory Group : Film and Electronic Media

Unit Standard 1391 * Level 3 Credit 10**

RADIO AND TELEVISION SALES: Sell television advertising

Learners credited with this unit will be able to prospect and qualify businesses in order to sell television as an advertising medium. They will be able to design a promotion and present television as an effective advertising medium, including selling the benefits of their station.

Advisory Group : Film and Electronic Media

Unit Standard 1392 * Level 3 Credit 10**

RADIO AND TELEVISION SALES: Write a low budget television commercial

Learners credited with this unit will be able to write a low budget commercial for a local or regional retailer or service provider. They will be able to develop a selling concept, and layout a commercial script.

Advisory Group : Film and Electronic Media

Graphic Arts

Unit Standard 1046 * # Level 2 Credit 5**

SIGNMAKING: Apply vinyl graphics to substrate

This unit is for learners entering the signmaking industry. Learners completing the unit will be able to apply vinyl letters and graphics to a range of surfaces.

Advisory Group : Signmaking

Unit Standard 1053 * # Level 2 Credit 5**

SIGNMAKING: Construct a sign

This unit is for learners in the signmaking industry. Learners completing the unit will be able to cut and assemble the framework, select and fix substrate and construct a sign.

Advisory Group : Signmaking

Unit Standard 1031 * # Level 2 Credit 8**

SIGNMAKING: Demonstrate knowledge of the signmaking industry in New Zealand

This unit is for entry level learners to the signmaking industry. Learners completing the unit will be able to demonstrate a general knowledge of the materials, tools and equipment, processes and trade requirements for the signmaking industry.

Advisory Group : Signmaking

Unit Standard 1032 * # Level 2 Credit 3**

SIGNMAKING: Demonstrate safe working practices in signmaking

This unit is for learners entering the signmaking industry. Learners completing the unit will be able to demonstrate safe personal work habits and safe practices in the use of tools, equipment and materials used in the signmaking industry.

Advisory Group : Signmaking

Unit Standard 1034 * # Level 2 Credit 20**

SIGNMAKING: Design layouts for signs

This unit is for learners entering the signmaking industry. Learners completing the unit will be able to apply basic design principles to the layout of a sign.

Advisory Group : Signmaking

Unit Standard 1035 * # Level 2 Credit 40**

SIGNMAKING: Draw, layout and paint-in letters

This unit is for learners entering the signmaking industry. Learners completing the unit will be able to draw, layout and paint-in letters in Helvetica, Roman, Script and Freestyle in the horizontal and vertical plane to a pre-commercial level.

Advisory Group : Signmaking

Unit Standard 1054 * # Level 2 Credit 2**

SIGNMAKING: Oversee delivery of a sign

This unit is for learners in the signmaking industry who may have to either deliver or arrange delivery of a sign. Learners completing the unit will be able to prepare, pack and load signs and arrange: access to site, transport to site and unloading of signs without damage and complete all documentation.

Advisory Group : Signmaking

Unit Standard 1033 * # Level 2 Credit 15**

SIGNMAKING: Prepare surfaces and apply coatings for signmaking

This unit is for learners entering the signmaking industry. Learners completing the unit will be able to prepare a range of surfaces and apply coatings using conventional spray, brush and roller.

Advisory Group : Signmaking

Unit Standard 1061 * # Level 3 Credit 20**

SIGNMAKING: Create special effects using an airbrush and spray gun

This unit is a specialist unit for learners in the signmaking industry. Learners completing the unit will be able to produce special effects on signs using an airbrush and spray gun.

Advisory Group : Signmaking

Unit Standard 1038 * # Level 3** **Credit 3**

SIGNMAKING: Demonstrate safe working practices in the use of high level access equipment for signmaking work

This unit is for learners in the signmaking industry. Learners completing the unit will be able to use high level access equipment to complete signmaking work with regard to the safety of themselves, other workers and the public.

Advisory Group : Signmaking

Unit Standard 1036 * # Level 3** **Credit 20**

SIGNMAKING: Embellish letters

This unit is for learners in the signmaking industry. Learners completing the unit will be able to embellish letters, by the use of shading, highlighting and outlining.

Advisory Group : Signmaking

Unit Standard 1048 * # Level 3** **Credit 5**

SIGNMAKING: Embellish signs

This unit is for learners in the signmaking industry. Learners completing the unit will be able to embellish signs with lines, scrolls, blends, borders, panels and decorative effects.

Advisory Group : Signmaking

Unit Standard 1047 * # Level 3** **Credit 40**

SIGNMAKING: Hand paint letters and graphics

This unit is for learners in the signmaking industry. Learners completing this unit will be able to set out and hand paint letters and graphics onto a range of surfaces including glass.

Advisory Group : Signmaking

Unit Standard 1055 * # Level 3** **Credit 5**

SIGNMAKING: Install a non-electrical sign

This unit is for learners in the signmaking industry. Learners completing the unit will be able to determine position of sign, installation and fastening method and install a sign to meet client specifications and to comply with any regulations and bylaws.

Advisory Group : Signmaking

Unit Standard 1042 * # Level 3** **Credit 10**

SIGNMAKING: Prepare, cut out and install dimensional signage

This unit is for learners in the signmaking industry. Learners completing the unit will be able to prepare a layout for dimensional signage, select cutting methods and substrates and cut out and install dimensional signage.

Advisory Group : Signmaking

Unit Standard 1037 * # Level 3** **Credit 15**

SIGNMAKING: Produce a sign to a client brief using screen printing

This unit is for learners in the signmaking industry. Learners completing the unit will be able to prepare a silk screen, cut stencils and print a small sign using screen printing.

Advisory Group : Signmaking

Unit Standard 1050 * # Level 3** **Credit 15**

SIGNMAKING: Produce an illuminated sign

This unit is for learners in the signmaking industry. Learners completing the unit will be able to manufacture the case and produce an illuminated sign.

Advisory Group : Signmaking

Unit Standard 1044 * # Level 3** **Credit 3**

SIGNMAKING: Produce computer generated vinyl graphics by digitising

This unit is for learners in the signmaking industry. Learners completing the unit will be able to use a digitising tablet to produce vinyl graphics.

Advisory Group : Signmaking

Unit Standard 1045 * # Level 3** **Credit 2**

SIGNMAKING: Produce computer generated vinyl graphics by scanning

This unit is for learners in the signmaking industry. Learners completing the unit will be able to use a scanner to produce vinyl graphics.

Advisory Group : Signmaking

Unit Standard 1043 * # Level 3** **Credit 10**

SIGNMAKING: Produce computer generated vinyl layouts and graphics

This unit is for learners in the signmaking industry. Learners completing the unit will be able to use industry software to produce vinyl graphics.

Advisory Group : Signmaking

Unit Standard 1040 * # Level 3** **Credit 3**

SIGNMAKING: Produce scaled artwork and transfer full size to prepared surface

This unit is for learners in the signmaking industry. Learners completing the unit will be able to produce scaled artwork for the production of illustrations and murals and transfer full size to prepared surfaces.

Advisory Group : Signmaking

Unit Standard 1041 * # Level 3** **Credit 10**

SIGNMAKING: Render artwork to prepared surface

This unit is for learners in the signmaking industry. Learners completing the unit will be able to render artwork to prepared surfaces using a range of media.

Advisory Group : Signmaking

Unit Standard 1056 * # Level 4** **Credit 10**

SIGNMAKING: Assemble and test electrical sign components and circuits

This unit is for learners electrical signmaking industry. Learners completing the unit will be able to assemble and test electrical components and circuits used in electrical signs to comply with electrical safety requirements.

Advisory Group : Signmaking

Unit Standard 1052 * # Level 4** **Credit 30**

SIGNMAKING: Burn in the gas and complete a neon sign

This unit is for learners in the signmaking industry. Learners completing the unit will be able to burn in the gas for a neon sign and attach the sign to a substrate.

Advisory Group : Signmaking

Unit Standard 1051 * # Level 4** **Credit 40**

SIGNMAKING: Complete glass and electrical work for a neon sign

This unit is for learners in the signmaking industry. Learners completing the unit will be able to bend and prepare glass tubing for a neon sign.

Advisory Group : Signmaking

Unit Standard 1058 * # Level 4** **Credit 20**

SIGNMAKING: Construct a three dimensional display or exhibit

This unit is for learners with experience in design and layout for the signmaking industry. Learners completing the unit will be able to design, produce and set up a three dimensional display or exhibit.

Advisory Group : Signmaking

Unit Standard 1039 * # Level 4** **Credit 15**

SIGNMAKING: Design and produce a visual presentation to client specifications

This unit is for learners with some experience in the signmaking industry and builds on skill acquired in Unit 1034, Design the layout of a sign. Learners completing the unit will be able to: interpret client requirements, design, render in different media and produce a visual presentation using different presentation formats.

Advisory Group : Signmaking

Unit Standard 1059 * # Level 4** **Credit 15**

SIGNMAKING: Gild with metal leaf

This unit is for learners in the signmaking industry who wish to acquire the specialist skill of gilding for the signmaking industry. Learners completing the unit will be able to produce gilded letters and graphics on signs by applying metal leaf to substrates including glass.

Advisory Group : Signmaking

Unit Standard 1057 * # Level 4** **Credit 10**

SIGNMAKING: Install neon and illuminated signs

This unit is for learners in the electrical signmaking industry. Learners completing the unit will be able to arrange all site tests of wiring system and install and test neon and illuminated signs to comply with electrical safety requirements.

Advisory Group : Signmaking

Unit Standard 1060 * # Level 4** **Credit 15**

SIGNMAKING: Produce examples of calligraphy

This unit is a specialist unit for learners in the signmaking industry. Learners completing the unit will be able to produce a range of calligraphic scripts using pen and brush.

Advisory Group : Signmaking

Unit Standard 1049 * # Level 4** **Credit 3**

SIGNMAKING: Survey a site for installation of a sign

This unit is for learners with some experience in the signmaking industry. Learners completing the unit will be able to survey a site to determine site requirements and location for industrial, commercial and residential signs and determine permit and by law requirements.

Advisory Group : Signmaking

BUSINESS AND FINANCIAL SERVICES

Accounting

Unit Standard 329 **Level 2** **Credit 3**

ACCOUNTING: Process financial records for cash transactions

To operate appropriate systems for processing and documenting cash transactions.

This unit is suitable for learners wishing to process financial transactions in a vocational capacity or complete Prepare Accounting Records and Financial Statements.

Those who complete this unit will identify features of effective internal control systems for handling cash transactions; prepare accounting records for payments received; prepare accounting records for payments made; record the establishment and operation of an interest petty cash system; compare and reconcile business records of financial transactions with bank statement records.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 331 **Level 2** **Credit 5**

ACCOUNTING: Use computer accounts receivable and accounts payable ledger systems

To introduce computer accounts receivable/payable accounting applications and develop techniques to operate computer accounting systems for business users.

This unit is suitable for people wishing to prepare computer accounting records in a vocational capacity. It can be completed in conjunction with Use Computer General Ledger Systems and Use Inventory Systems.

Those completing this unit will compare computer and manual systems, consider systems structure and accounting operations, process transactions and produce accounts receivable and accounts payable ledger reports.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 332 **Level 2** **Credit 5**

ACCOUNTING: Use computer general ledger accounting systems to process transactions

To introduce computer general ledger accounting applications and develop techniques to operate computer accounting systems for business users.

This unit is suitable for people wishing to prepare computer accounting records in a vocational capacity or gain a foundation for further learning. It could be completed in conjunction with Use Computer Accounts Receivable and Accounts Payable Accounting Systems and Use Computer General Ledger Accounting Systems to Produce Financial Reports.

Those who complete this unit will identify features and applications of computer general ledger accounting systems, demonstrate an understanding of the relationship between the structure of computer general ledger systems and computer accounting operations and process general ledger transactions through a computer accounting system.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 330 **Level 3** **Credit 10**

ACCOUNTING: Prepare accounting records and financial statements

To apply accounting concepts, prepare accounting records and financial statements for business enterprises owned on a sole proprietor basis.

This unit is suitable for learners wishing to prepare accounting records in a vocational capacity or lead on to completion of accounting and related units at higher levels.

Those who complete this unit will examine the nature and functions of accounting; define the structures and assumptions of accounting as they relate to business enterprise owned on a sole proprietor basis; analyse and record financial transactions; determine accounting records at the completion of the accounting period and prepare end of period statements; present financial statements and provide clarification of the reported financial position.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 333 **Level 3** **Credit 5**

ACCOUNTING: Use computer general ledger accounting systems to produce financial reports

To use computer general ledger accounting applications to produce financial reports for business users.

This unit is suitable for people wishing to prepare computer accounting records in a vocational capacity or gain a foundation for further learning. It could be completed in conjunction with Use Computer Accounts Receivable and Accounts Payable Ledger Systems.

Those who complete this unit will identify information security features, apply reconciliation procedures, produce financial reports and related information.

Advisory Group : Business and Administration (Administration Working Party)

Business Administration

Unit Standard 327 **Level 2** **Credit 2**

BUSINESS ADMINISTRATION: Document business transactions

To document business transactions relating to the purchase, sale and payment for goods and services.

This unit is suitable for learners wishing to process business transactions in a vocational capacity, or leads to completion of process financial records to cash transactions, prepare accounting records and financial statements.

Those who complete this unit will identify documents used for the purchase and sale of goods and services; identify ways of using originating documents to maintain internal control systems; identify and prepare documents for the purchase and sale of goods and services; process payments for the purchase and sale of goods and services; explain the use of documents as inputs into the accounting system.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 328 **Level 2** **Credit 3**

BUSINESS ADMINISTRATION: Establish financial records

To determine the financial records keeping needs of the particular type of organisation and establish financial record keeping systems.

This unit is suitable for learners wishing to establish financial records and process accounting information in a vocational capacity or leads on to completion of accounting and related units at higher levels.

Those who complete this unit will identify the business function and the need for separation of business and personal financial and accounting activities; select financial records system components; establish the accounting process for the business entity.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 335 **Level 3** **Credit 5**

BUSINESS ADMINISTRATION: Prepare payroll and related employment records

To interpret employment regulations and operate a manual or computer payroll system to prepare payroll.

This unit is suitable for people wishing to maintain employment records and operate payroll systems or gain an understanding of business operations.

Those completing this unit will identify principal employment legislation and regulations, calculate and record payroll, identify procedures for payroll payments, produce payroll and employment reports and related information.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 334 **Level 3** **Credit 5**

BUSINESS ADMINISTRATION: Use inventory systems

To introduce the concepts of inventory control and operate manual or computer inventory systems.

This unit is suitable for people wishing to operate inventory systems in a vocational capacity and gain a general understanding of business systems.

Those completing this unit will use inventory systems to record and monitor inventory activities, identify and explain methods for placing a value on inventories and prepare accounting records for inventories.

Advisory Group : Business and Administration (Administration Working Party)

Information Management

Unit Standard 114 **Level 3** **Credit 10**

INFORMATION SYSTEMS: Use office automation systems

To introduce concepts of office automation and develop skills in using office automation systems.

This unit is suitable for people wishing to understand the concepts of office automation, use office automation systems in a personal or vocational capacity, or progress to completion of Unit XXX, Develop business information systems, and Unit XXX, Develop Management Information Systems.

Those completing this unit will examine the concepts and functions of office automation systems; identify components and demonstrate applications of office automation systems; consider future trends in the development of office automation systems.

Advisory Group : Business and Administration (Administration Working Party)

Office Systems

Unit Standard 115 **Level 1** **Credit 5**

OFFICE FUNCTIONS: Write and transcribe notes

To develop techniques of speed note-taking, interpretations and transcription for personal or vocational use in variety of contexts. This unit leads on to shorthand writing and transcription units at a range of levels from 60 words per minute to 140 words per minute.

Those who complete this unit will develop an effective note writing style, read notes fluently and write and transcribe notes accurately.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 121 **Level 2** **Credit 5**

OFFICE FUNCTIONS: Use clerical systems and apply business procedures

To develop an understanding of business procedures and acquire clerical competence in order to undertake routine tasks within an office environment.

This unit is suitable for learners wishing to gain clerical competence for personal or vocational use or progress to completion of Unit 123, Administer office systems.

Those who complete this unit will introduce functions of office administration; identify and use clerical systems and business procedures; operate routine office communications systems.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 124 **Level 4** **Credit 10**

OFFICE FUNCTIONS: Provide executive/personal assistance to management

To identify and develop the skills required to provide executive/personal assistance to management and executive staff.

This unit is suitable for people wishing to develop Executive Assistant or Personal Assistant careers in a wide variety of organisational environments.

Those who complete this unit will examine the executive/personal assistant function within organisations; consider the role of the executive/personal assistant within the organisational team; identify management and administration skills essential for effective performance of the executive/personal assistant function; demonstrate performance of executive/personal assistant functions; examine personal strategies for fulfilling executive/personal assistant roles.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 123 **Level 3** **Credit 5**

OFFICE SYSTEMS: Administer office systems

To develop working knowledge of current office procedures and an awareness of business organisation.

This unit is suitable for learners wishing to develop office administration skills, for personal or vocational use or lead to completion of additional units. This unit is a pre-requisite for entry to Unit 126, Provide medical administration services; Unit 127, Provide legal administration services; Unit 124, Provide executive/personal assistance services to management; Unit 114, Use office automation system; Unit 125, Manage records systems.

Those who complete this unit will identify forms of business ownership and organisational structures and their use of office systems; complete routine office administration procedures; identify and operate office reprographic equipment and systems; preview office telecommunication facilities and establish administration procedures for their use.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 122 **Level 3** **Credit 5**

RECEPTION: Provide general office reception services

To introduce the role of the receptionist in organisations and to develop the skills and techniques to competently fulfil this role.

This unit is suitable for learners wishing to seek employment in receptionist positions or lead to completion of Unit 123, Administer office systems; Unit 124, Provide executive/ personal assistance to management; Unit 126, Provide medical administration services; Unit 127, Provide legal administration services.

Those who complete this unit will examine the receptionist function within organisations; develop strategies to communicate effectively and provide quality customer service; identify interpersonal skills essential for effective performance of the receptionist function; demonstrate performance of receptionist functions, plan and maintain the receptionist area.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 125 **Level 3** **Credit 5**

RECORDS MANAGEMENT: Manage records systems

To understand the functions and operations of effective records management systems.

This unit will enable people to establish and operate records management systems.

Those completing this unit will identify the functions of records management; examine the purpose and operations of a records management programme; identify and operate records storage and retrieval systems; identify records indexing, classifications systems and equipment options; define records management security considerations.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 116 **Level 2** **Credit 10**

SHORTHAND: Write and transcribe shorthand - 60 words per minute

To develop techniques of shorthand writing and transcription for personal or vocational use in a variety of contexts.

This unit is suitable for people wishing to develop a shorthand skill for personal or vocational use or to lead on to shorthand writing and transcription units at a range of levels from 80 words per minute to 140 words per minute.

Those who complete this unit will demonstrate an understanding of the principles of shorthand writing; develop an effective shorthand writing style and build shorthand writing speed to 60 words per minute; read shorthand notes fluently and write and transcribe shorthand notes accurately from passages of general material dictated at 60 words per minute.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 117 **Level 3** **Credit 10**

SHORTHAND: Write and transcribe shorthand - 80 words per minute

To develop techniques of shorthand speed writing and transcription of general and business material at 80 words per minute or higher.

This unit is suitable for people wishing to gain a marketable employment skill in shorthand or to lead on to shorthand writing and transcription units at a range of levels from 100 words per minute to 140 words per minute.

Those who complete this unit will develop an effective shorthand writing style and build shorthand writing speed to 80 words per minute; read shorthand notes fluently and write and transcribe shorthand notes accurately from passages of general and business material dictated at 80 words per minute.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 118 **Level 4** **Credit 10**

SHORTHAND: Write and transcribe shorthand - 100 words per minute

To develop techniques of shorthand speed writing and transcription of unseen material at 100 words per minutes or higher.

This unit is suitable for people wishing to gain a marketable employment skill in shorthand or to lead on to shorthand writing and transcription units at 120 words per minutes and 140 words per minutes.

Those who complete this unit will develop an effective shorthand writing style and build shorthand writing speed to 100 words per minutes; read shorthand notes fluently and write and transcribe notes accurately from passages of general, business and specialist material.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 119 **Level 5** **Credit 10**

SHORTHAND: Write and transcribe shorthand - 120 words per minute

To develop techniques of shorthand speed writing and transcription of general, business and specialist material at 120 words per minute or higher.

This unit is suitable for people wishing to develop shorthand competence for employment in positions requiring specialised skills. Shorthand writers at this level are expected to write and transcribe shorthand in a wide range of contexts and to develop special vocabularies over a variety of professional subject areas.

Those who complete this unit will develop an effective shorthand writing style and build shorthand writing speed to 120 words per minute; read shorthand notes fluently and write and transcribe notes accurately from passages of general, business and specialist material.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 102 **Level 1** **Credit 3**

TEXT PROCESSING: Consolidate keyboarding skills

To consolidate text entry keyboarding skills using a standard alpha-numeric keyboard.

This unit is suitable for people wishing to consolidate alpha-numeric keyboarding skills for personal or vocational use, or as a foundation for completion of further computing, wordprocessing and text processing units.

Those completing this unit will consolidate keyboarding techniques, develop keyboarding speed and accuracy and present keyboarded text in an appropriate format.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 101 **Level 1** **Credit 3**

TEXT PROCESSING: Use keyboarding skills to enter text

To develop effective text entry keyboarding skills using a standard alpha-numeric keyboard.

This unit is suitable for people wishing to develop alpha-numeric keyboarding skills for personal or vocational use, or as a foundation for completion of computing, wordprocessing and text processing units.

Those completing this unit will develop effective keyboarding techniques to produce sentences and paragraphs containing alpha and numeric text, symbols and special characters, consistent with information and instructions provided.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 104 **Level 2** **Credit 2**

TEXT PROCESSING: Introduce audio transcription techniques for text processing

To introduce concepts of audio transcription and transcribe information from an aural source.

This unit is suitable for learners wishing to acquire audio transcription skills for personal or entry level vocational use or lead on to Unit 105, Use audio transcription techniques to produce communications.

Those who complete this unit will define concepts of audio transcription; identify audio transcription equipment options; transcribe information appropriate for personal or community use from an aural source.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 107 **Level 2** **Credit 5**

TEXT PROCESSING: Use a text processor to produce communications

To introduce concepts of text processing and produce text processed communications appropriate for personal, community and commercial use.

This unit is suitable for people wishing to acquire text processing skills for personal or entry level vocational use or to progress to completion of text processing units at higher levels.

Those completing this unit will be able to identify text processing equipment options and use a text processor to produce a range of communications appropriate for personal, community and commercial use.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 108 **Level 3** **Credit 5**

TEXT PROCESSING: Use a text processor to produce commercial documents

To apply text processing principles and develop text processing techniques to produce commercial documents.

This unit is suitable for people wishing to develop text processing techniques to seek employment or to progress to completion of text processing units at higher levels.

Those completing the unit will be able to operate a range of text processing equipment and produce a range of commercial documents appropriate for business and commercial use.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 105 **Level 3** **Credit 3**

TEXT PROCESSING: Use audio transcription techniques to produce text based communications

To apply audio transcription principles and develop audio transcription techniques to produce text based communications.

This unit is suitable for learners wishing to develop audio transcription techniques to seek employment or lead on to Unit 106, Use audio transcription techniques to produce documents.

Those who complete this unit will interpret audio transcription conventions; operate audio transcription equipment; plan and organise transcription production; transcribe a variety of communications from a recorded dictation source; develop an audio transcription production level appropriate for a junior vocational application.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 109 **Level 4** **Credit 10**

TEXT PROCESSING: Use a text processor to produce specialist and technical documents

To apply text processing principles and develop text processing techniques to produce specialist and technical documents.

This unit is suitable for people wishing to develop text processing techniques to seek employment as a text processor operator, or progress to completion of Unit 110, Manage text processing.

Those completing the unit will be able to select processing and printing equipment appropriate for various applications and apply task management and text processing skills to produce a range of specialist and technical documents.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 106 **Level 4** **Credit 5**

TEXT PROCESSING: Use audio transcription techniques to produce documents

To apply audio transcription principles and develop audio transcription techniques to produce a comprehensive range of business documents.

This unit is suitable for learners wishing to extend their audio transcription skills or seek employment as an experienced operator.

Those who complete this unit will maximise effective use of audio transcription equipment, transcribe a range of business, specialist and technical communications from a recorded dictation source under realistic operating conditions; develop an audio transcription production level appropriate for a senior vocational application.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 110 **Level 5** **Credit 10**

TEXT PROCESSING: Manage text processing

To apply advanced text processing functions and text management principles in a wide range of organisational environments.

This unit is suitable for people wishing to develop and apply advanced text processing functions and text management principles to seek employment at senior operational or supervisory vocational levels.

Those completing this unit will be able to analyse text processing equipment needs for given situations, apply organisational and management skills to text processing production and use advanced text processing applications to create a range of complex documents.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 111 **Level 2** **Credit 5**

WORDPROCESSING: Use a wordprocessor

To understand terminology, apply principles and develop the practical wordprocessing skills required to operate a wordprocessor.

This unit is suitable for people wishing to gain elementary wordprocessing skills for personal or vocational use, or to progress to completion of wordprocessing units at higher levels. Text processing units should be completed in conjunction with this unit for people wishing to seek entry to employment as wordprocessing operators.

Those completing this unit will apply wordprocessing principles and functions to enter, edit and format text, apply data security and file manipulation techniques and preview and print wordprocessing files.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 112 **Level 3** **Credit 5**

WORDPROCESSING: Apply wordprocessing functions

To develop wordprocessing skills and apply wordprocessing functions to produce wordprocessing files.

This unit is suitable for people wishing to gain wordprocessing skills for personal or vocational use. Text processing units should be completed in conjunction with this unit for people wishing to seek employment as wordprocessing operators.

Those completing this unit will apply task management skills and wordprocessing principles and functions to produce wordprocessing files.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 113 **Level 4** **Credit 5**

WORDPROCESSING: Apply advanced wordprocessing functions

To develop and apply advanced wordprocessing skills and understand advanced concepts.

This unit is suitable for people wishing to gain advanced wordprocessing skills for personal or vocational use. Text processing units should be completed in conjunction with this unit for people wishing to seek employment as wordprocessing operators.

Those completing this unit will apply organisational skills, advanced wordprocessing functions to enter, edit and format files, file management techniques and advanced printing functions.

Advisory Group : Business and Administration (Administration Working Party)

Public Relations

Unit Standard 129 **Level 3** **Credit 3**

PUBLIC RELATIONS: Maintain links with the information media

To introduce the role of the information media and develop techniques to effectively promote an organisation.

Those who complete this unit will identify the agencies of information media and define their purpose; define what constitutes "news" and identify principles for managing news media relationships; examine the functions and methods of organisational promotion.

Advisory Group : Business and Administration (Administration Working Party)

COMMUNITY AND SOCIAL SERVICES

Journalism

Unit Standard 195 **Level 2** **Credit 1**

JOURNALISM: Demonstrate numeracy skills for journalism

This unit introduces students to some basic nomenclature, notation and numeracy skills.

It is the required background for the higher level statistics units in the Certificate of Journalism and the Diploma. After successfully completing this unit, students may go on to take Unit 196, Report statistical results for journalism.

Advisory Group : Journalism

Unit Standard 184 **Level 3** **Credit 2**

JOURNALISM: Apply media law at an elementary reporting level

Those completing this unit will operate within the law under supervision. This unit does not equip the trainee to make decisions about legal issues. Students may go on to complete Unit 185, Apply media law as a journalist.

Advisory Group : Journalism

Unit Standard 183 **Level 3** **Credit 2**

JOURNALISM: Conduct an interview for a simple news story

This unit enables trainees to conduct an interview face-to-face to gather information for a simple news story of record.

Advisory Group : Journalism

Unit Standard 187 **Level 3** **Credit 3**

JOURNALISM: Identify news for story publication and broadcast

This is an introductory unit in news identification for those wanting to become journalists. Students will understand what makes news so that stories can be developed. Students may go on to complete media writing units for print, radio and television at Levels 3, 4 and 6.

Advisory Group : Journalism

Unit Standard 196 **Level 3** **Credit 2**

JOURNALISM: Report statistical results for journalism

This unit introduces students to some of the numeracy skills needed for reporting quantitative information from any area of society.

It provides an introduction only, and is intended to give students the necessary background and confidence to continue with high level statistics papers. Students may go on to study level 4 - Interpret results of samples and surveys and level 5 units on interpreting seasonal adjustment of time series, index numbers and macro economic statistics. Once these have been completed, the student will be competent to report on a wide range of statistical and numerical information.

Advisory Group : Journalism

Unit Standard 193 **Level 3** **Credit 2**

JOURNALISM: Work in a newsroom

Those completing this unit will understand how a newsroom of their chosen medium works. This will enable them to operate within a newsroom's systems and procedures.

Advisory Group : Journalism

Unit Standard 185 **Level 4** **Credit 3**

JOURNALISM: Apply media law as a journalist

This unit will enable students to apply their knowledge of media law in their work and to identify situations which may require referral upwards.

Advisory Group : Journalism

Unit Standard 190 **Level 4** **Credit 2**

JOURNALISM: Conduct research for journalism

This unit enables trainees to access information to use when interviewing and writing/producing stories. They will develop strategies for gathering and sorting the information from which a story can be developed.

Advisory Group : Journalism

Unit Standard 188 **Level 4** **Credit 1**

JOURNALISM: Conduct telephone interviews for journalism

This unit enables students to conduct a telephone interview. They will gather information in order to write a variety of stories for print, radio or television. They will use vocal and listening skills to overcome the barriers to communication that the telephone presents.

Advisory Group : Journalism

Unit Standard 186 **Level 4** **Credit 2**

JOURNALISM: Demonstrate knowledge of media ethics and professional practice in journalism

Media ethics affect the way journalists and their employing bodies behave by placing constraints on the reporting and presentation of news. Departure from an accepted code of ethics may not have legal implications but such behaviour must answer questions regarding professional standards and the way journalism is seen by the public.

This unit outlines the media code of ethics and invites discussion about their application.

Advisory Group : Journalism

Unit Standard 191 **Level 4** **Credit 2**

JOURNALISM: Gain knowledge of aspects of Maoritanga and issues for reporting

Those completing this unit will gain knowledge of aspects of Maoritanga and issues so that they can report things Maori with accuracy, balance and fairness and apply their knowledge where appropriate in the wider field of journalism.

Advisory Group : Journalism

Unit Standard 192 **Level 4** **Credit 1**

JOURNALISM: Gain knowledge of multi-cultural issues and minority groups for reporting

Those completing this unit will understand the influence of the media in shaping public opinion. They will be able to relate to cultural/religious/minority interest groups and individuals with cultural sensitivity, and convey information which accurately reflects the news and the community being reported.

Advisory Group : Journalism

Unit Standard 197 **Level 4** **Credit 1**

JOURNALISM: Interpret results of samples and surveys for journalism

This unit introduces students to some of the statistics needed to understand and interpret the results of samples and surveys.

Advisory Group : Journalism

Unit Standard 200 **Level 4** **Credit 1**

JOURNALISM: Interpret seasonal adjustment of time series for journalism

Many of the nation's key economic and social indicators (such as Gross Domestic Product, and Labour Force Statistics) are seasonally adjusted time series. This unit gives the necessary background to interpret such series.

Advisory Group : Journalism

Unit Standard 198 **Level 4** **Credit 4**

JOURNALISM: Report court and police proceedings for journalism

This unit will enable students to report police and court proceedings accurately and fairly and within the law.

Advisory Group : Journalism

Unit Standard 199 **Level 4** **Credit 2**

JOURNALISM: Report local body proceedings for journalism

This unit enables students to select news and present local body issues accurately.

Advisory Group : Journalism

Unit Standard 189 **Level 4** **Credit 1**

JOURNALISM: Sub-edit news stories for publication and/or broadcast

All journalists must be able to critique their own work for publication and broadcast, and critique the work of others to recognise good news writing. These skills are also central to the work of a sub-editor. This unit enables students to evaluate and amend text.

Advisory Group : Journalism

Unit Standard 194 **Level 4** **Credit 8**

JOURNALISM: Write shorthand for journalism

This unit enables trainees to take shorthand notes that are decipherable and sufficient for the purpose.

Advisory Group : Journalism

Unit Standard 1484 **Level 6** **Credit 25**

JOURNALISM: Conduct investigative interviews

People credited with this unit will be able to conduct in-depth investigative interviews. The skills are based on verbal language analysis methods and psychological principles of behaviour and motivation. They enable a person to uncover the actual motivation, values and attitudes of another individual and the extent of their involvement in and knowledge of specific activities or events.

Advisory Group : Journalism

Unit Standard 1485 **Level 6** **Credit 24**

JOURNALISM: Make editorial decisions on matters of media law

Those undertaking this unit will identify and assess legal content which carries the risk of threats, complaints or legal action and eliminate or severely reduce the likelihood of those consequences by amending the material or by obtaining the necessary proof or corroborative matter so that the information can be published or broadcast with a major chance of a successful defence.

Advisory Group : Journalism

Unit Standard 1486 **Level 6** **Credit 24**

JOURNALISM: Organise and write investigative stories

Those completing this unit will be able to organise and conduct investigations to produce stories ready for publication or broadcast that are complete and have minimum legal risk.

Advisory Group : Journalism

Unit Standard 173 **Level 3** **Credit 3**

PRINT JOURNALISM: Design and lay out pages for publication

This unit will enable students to lay out a page to a standard format that is visually pleasing and guides the reader through the page. Students may go on to complete a Level 6 unit in designing and laying out newspapers.

Advisory Group : Journalism

Unit Standard 182 **Level 3** **Credit 5**

PRINT JOURNALISM: Write simple stories of record for print journalism

This unit introduces objective media writing. It enables students to write simple stories of record that are accurate, grammatical and interesting. Students may go on to complete Unit 171, Write a variety of news stories for print journalism.

Advisory Group : Journalism

Unit Standard 172 **Level 4** **Credit 5**

PRINT JOURNALISM: Conduct interviews for print journalism

This unit will enable trainees to conduct a face-to-face interview to gather information to write a variety of stories for print. They will recognise unexpected news angles and explore surrounding issues.

Advisory Group : Journalism

Unit Standard 174 **Level 4** **Credit 3**

PRINT JOURNALISM: Take news photographs for publication

This unit enables students to take news photographs for publication using a manual or automatic camera, with and without a flash.

Advisory Group : Journalism

Unit Standard 171 **Level 4** **Credit 5**

PRINT JOURNALISM: Write a variety of news stories for print journalism

This unit enables trainees to write a variety of stories to a publishable standard for the print media. Students may go on to complete level 6 units in writing extended news stories and features.

Advisory Group : Journalism

Unit Standard 1489 **Level 6** **Credit 24**

PRINT JOURNALISM: Design pages for newspaper publication

Those completing this unit will design page one, inside page, feature page and special interest page employing a range of design elements that readily communicate information to the reader and are visually pleasing.

Advisory Group : Journalism

Unit Standard 1490 **Level 6** **Credit 20**

PRINT JOURNALISM: Sub-edit text for print

Those completing this unit will be able to select material, edit text, and write headlines to meet editorials and production requirements.

Advisory Group : Journalism

Unit Standard 1487 **Level 6** **Credit 16**

PRINT JOURNALISM: Write articles with individual style

This unit is designed for journalists who wish to develop an individual and personalised style which could be used in writing personal columns, reviews, colour stories and sketches. They will critically evaluate journalism material in individual styles and identify the various techniques and how they are used to effect.

Advisory Group : Journalism

Unit Standard 1488 **Level 6** **Credit 24**

PRINT JOURNALISM: Write feature stories for publication

Those completing this unit will be able to write feature stories that place issues, events, personalities and places in a broader context.

Advisory Group : Journalism

Unit Standard 176 **Level 4** **Credit 1**

RADIO JOURNALISM: Conduct interviews for radio broadcast

This unit will enable students to conduct a face-to-face, live or tape recorded interview for radio broadcast.

Advisory Group : Journalism

Unit Standard 177 **Level 4** **Credit 3**

RADIO JOURNALISM: Present radio news for broadcast

Those completing this unit will be competent performers and presenters of news in a radio studio or the field.

Advisory Group : Journalism

Unit Standard 1030 **Level 4** **Credit 5**

RADIO JOURNALISM: Record, edit and relay interviews and programme material for radio broadcast

People credited with this unit will set up and record interviews in a studio, or on location, edit raw material to broadcast standard, transfer recorded material between various tape formats and transmit live and recorded material from the field to the studio via electronic transmitting equipment.

Advisory Group : Journalism

Unit Standard 175 **Level 4** **Credit 5**

RADIO JOURNALISM: Write news stories for radio broadcast

Those completing this unit will be able to write bulletin stories, packages and voice reports to a broadcast standard for radio. Students may go on to complete the level 6 unit on producing radio current affairs and documentary programmes.

Advisory Group : Journalism

Unit Standard 1493 **Level 6** **Credit 24**

RADIO JOURNALISM: Produce radio documentary programmes

Those completing this unit will be able to produce current affairs and human interest documentaries for radio.

Advisory Group : Journalism

Unit Standard 1494 **Level 6** **Credit 16**

RADIO JOURNALISM: Sub-edit stories and compile radio news bulletins

Those completing this unit will be able to select news items, sub-edit written and audio material and compile news bulletins for a range of radio stations. They will be able to organise their flow of work to meet deadlines.

Advisory Group : Journalism

Unit Standard 179 **Level 4** **Credit 2**

TELEVISION JOURNALISM: Conduct interviews for television broadcast

This unit will enable students to interview for television and meet the production requirements for broadcast.

Advisory Group : Journalism

Unit Standard 180 **Level 4** **Credit 3**

TELEVISION JOURNALISM: Present television news for broadcast

Those completing this unit will be competent performers and presenters of news for camera.

Advisory Group : Journalism

Unit Standard 178 **Level 4** **Credit 5**

TELEVISION JOURNALISM: Produce news stories for television broadcast

Those completing this unit will understand the relationship between pictures and the spoken word. They will be able to write intros, voice overs, spokens and reader voice overs to broadcast standard for television. Students may go on to complete the level 6 unit on producing television current affairs and documentary programmes.

Advisory Group : Journalism

Unit Standard 181 **Level 5** **Credit 3**

TELEVISION JOURNALISM: Co-ordinate the production of television news items for broadcast

This unit is designed for junior news producers working under supervision. It enables the student to edit news stories and visuals and work with a journalist to produce news bulletins for television broadcast. Students may go on to complete the level 6 unit on producing television news bulletins.

Advisory Group : Journalism

Unit Standard 1491 **Level 6** **Credit 24**

TELEVISION JOURNALISM: Produce television current affairs and documentary programmes

Those who complete this unit will be able to produce and present extended reports for television.

Advisory Group : Journalism

Unit Standard 1492 **Level 6** **Credit 24**

TELEVISION JOURNALISM: Produce television news bulletins

Those completing this unit will be able to manage the daily production of news to deadlines. They will be able to select and edit news stories and visuals, and compile bulletins for television.

Advisory Group : Journalism

Recreation

Unit Standard 467 **Level 2** **Credit 3**

ADVENTURE BASED LEARNING: Demonstrate group and personal skills through adventure based learning

This unit is for the trainee who wants to learn co-operation, communication and trust within a group setting using adventure based learning. This unit can lead on to Unit 468, Take a co-leadership role in adventure based learning activities.

Advisory Group : Outdoor Recreation

Unit Standard 473 **Level 2** **Credit 4**

ADVENTURE BASED LEARNING: Demonstrate group and personal skills using the high elements of a ropes course

The trainee will develop co-operation, communication, and trust within a group setting during activities using the high elements of a ropes course, and be introduced to a sequence of activities with personal and group goals and challenges being set. This unit can lead on to Unit 474, Take a co-leadership role using the high elements of a ropes course.

Advisory Group : Outdoor Recreation

Unit Standard 470 **Level 2** **Credit 3**

ADVENTURE BASED LEARNING: Demonstrate group and personal skills using the low elements of a ropes course

The trainee will develop co-operation, communication, and trust within a group setting during activities using the low elements of a ropes course, and be introduced to a sequence of activities with personal and group goals and challenges being set. This unit can lead on to Unit 471, Take a co-leadership role using the low elements of a ropes course.

Advisory Group : Outdoor Recreation

Unit Standard 475 **Level 3** **Credit 6**

ADVENTURE BASED LEARNING: Facilitate activities using the high elements of a ropes course

This unit is for the trainee who wants to learn the group facilitation skills to assist with adventure based learning activities using the high elements of a ropes course, with the responsibility for the overall programme being someone else's. The unit will cover the application of adventure based learning principles to small group activities (i.e., groups of eight people or less) on the high elements of a ropes course.

Advisory Group : Outdoor Recreation

Unit Standard 468 **Level 3** **Credit 4**

ADVENTURE BASED LEARNING: Take a co-leadership role in adventure based learning activities

This unit will cover the philosophy of adventure based learning (sequencing, processing and contract-setting) as well as further practical activities in an adventure setting, in which the trainee gains experience in a co-leadership role under supervision. This unit is a pre-requisite for Unit 469, Facilitate activities using adventure based learning.

Advisory Group : Outdoor Recreation

Unit Standard 474 **Level 3** **Credit 4**

ADVENTURE BASED LEARNING: Take a co-leadership role using the high elements of a ropes course

This unit will cover the philosophy of adventure based learning (sequencing, processing and contract setting) applied to activities using the high elements of a ropes course. The trainee will gain experience in a co-leadership role under supervision. This unit is a pre-requisite for Unit 475, Facilitate activities using the high elements of a ropes course.

Advisory Group : Outdoor Recreation

Unit Standard 471 **Level 3** **Credit 4**

ADVENTURE BASED LEARNING: Take a co-leadership role using the low elements of a ropes course

This unit will cover the philosophy of adventure based learning (sequencing, processing and contract setting) applied to activities using the low elements of a ropes course. The trainee will gain experience in a co-leadership role under supervision. This unit is a pre-requisite for Unit 472, Facilitate activities using the low elements of a ropes course.

Advisory Group : Outdoor Recreation

Unit Standard 469 **Level 4** **Credit 4**

ADVENTURE BASED LEARNING: Facilitate activities using adventure based learning

This unit is for the trainee who wants to learn the group facilitation skills to assist with adventure based learning activities, with the responsibility for the overall programme being someone else's. The unit will cover the application of adventure based learning principles to small group activities, i.e. groups of eight people or less.

Advisory Group : Outdoor Recreation

Unit Standard 472 **Level 4** **Credit 4**

ADVENTURE BASED LEARNING: Facilitate activities using the low elements of a ropes course

This unit is for the trainee who wants to learn the group facilitation skills to assist with adventure based learning activities using the low elements of a ropes course, with the responsibility for the overall programme being some else's. The unit will cover the application of adventure based learning principles to small group activities (i.e., groups of eight people or less) on the low elements of a ropes course.

Advisory Group : Outdoor Recreation

Unit Standard 477 **Level 2** **Credit 3**

CANOEING - KAYAKING: Demonstrate kayaking skills on sheltered or slow moving-water

This unit will cover clothing, equipment, safety procedures and paddling techniques for trainees who want to experience kayaking on sheltered or slow-moving water. This unit may be done at the same time as for Unit 492, Demonstrate river rescue skills for kayaking and canoeing on Grade 2 water but is a pre-requisite for Unit 478, Demonstrate kayaking skills on Grade 2 water

Advisory Group : Outdoor Recreation

Unit Standard 482 **Level 2** **Credit 3**

CANOEING - KAYAKING: Demonstrate open canoeing skills on sheltered or slow-moving water

This unit will cover clothing, equipment, safety procedures and paddling techniques for trainees who want to experience open canoeing on sheltered or slow-moving water. This unit is a pre-requisite for Unit 483, Demonstrate canoeing skills (open/decked) on Grade 2 water.

Advisory Group : Outdoor Recreation

Unit Standard 489 **Level 2** **Credit 3**

CANOEING - KAYAKING: Demonstrate sea-kayaking skills on slow-moving or sheltered water

This unit will cover clothing, equipment, safety procedures and paddling techniques for trainees who want to experience single sea-kayaking on sheltered or slow-moving water. This unit is a pre-requisite for Unit 490, Demonstrate sea-kayaking skills on open water.

Advisory Group : Outdoor Recreation

Unit Standard 480 **Level 2** **Credit 1**

CANOEING - KAYAKING: Roll a C1 canoe in sheltered or slow-moving water

This unit is for the trainee who would like to learn to roll a decked canoe in sheltered or slow-moving water. It can lead on to Unit 481, Roll a C1 canoe in Grade 2 water.

Advisory Group : Outdoor Recreation

Unit Standard 476 **Level 2** **Credit 1**

CANOEING - KAYAKING: Roll a kayak in sheltered or slow-moving water

This unit is for the trainee who would like to learn to roll a kayak in sheltered or slow-moving water. It is a pre-requisite for Unit 478, Demonstrate kayaking skills on Grade 2 water in which the trainee learns to roll in Grade 2 water.

Advisory Group : Outdoor Recreation

Unit Standard 488 **Level 2** **Credit 1**

CANOEING - KAYAKING: Roll a sea-kayak in sheltered or slow-moving water

This unit is for the trainee who would like to learn to roll a single sea-kayak in sheltered or slow-moving water. This unit is a pre-requisite for Unit 489, Demonstrate sea-kayaking skills on slow-moving or sheltered water.

Advisory Group : Outdoor Recreation

Unit Standard 483 **Level 3** **Credit 8**

CANOEING - KAYAKING: Demonstrate canoeing skills (open/decked) on Grade 2 water

This unit is for trainees who would like to become competent paddlers in either decked or open canoes on moving water to Grade 2.

Advisory Group : Outdoor Recreation

Unit Standard 478 **Level 3** **Credit 10**

CANOEING - KAYAKING: Demonstrate kayaking skills on Grade 2 water

This unit is for trainees who would like to become competent paddlers on moving water to Grade 2, and includes learning to roll in Grade 2 water. This unit is a pre-requisite for Unit 479, Demonstrate kayaking skills on Grade 3 water.

Advisory Group : Outdoor Recreation

Unit Standard 492 **Level 3** **Credit 3**

CANOEING - KAYAKING: Demonstrate river rescue skills for kayaking and canoeing on Grade 2 water

This unit is for kayaking and canoeing trainees who want to learn skills for rescuing self and/or another swimmer on Grade 2 waters. It includes the recovery of equipment without the use of mechanical advantages other than a single throwbag or towbelt. This unit is a pre-requisite for Unit 494, Demonstrate river rescue skills for kayaking and canoeing on Grade 3 water; Unit 478, Demonstrate kayaking skills on Grade 2 water and Unit 483, Demonstrate canoeing skills (open/decked) on Grade 2 water.

Advisory Group : Outdoor Recreation

Unit Standard 490 **Level 3** **Credit 10**

CANOEING - KAYAKING: Demonstrate sea-kayaking skills on open water

This unit is for trainees who would like to become competent paddlers in sea-kayaks on day and multi-day trips on open waters in close proximity to landing points. The trainee also learns to roll in medium-sized surf, i.e. surf of up to one metre height. This unit is a pre-requisite for Unit 491, Demonstrate sea-kayaking skills on open exposed coastlines.

Advisory Group : Outdoor Recreation

Unit Standard 481 **Level 3** **Credit 2**

CANOEING - KAYAKING: Roll a C1 canoe in Grade 2 water

This unit is for the trainee who would like to learn to roll in Grade 2 water in a C1 decked canoe. This unit can lead on to Unit 484, Demonstrate canoeing skills (decked canoes) on Grade 3 water where rolling on both sides in Grade 3 water is covered.

Advisory Group : Outdoor Recreation

Unit Standard 484 **Level 4** **Credit 9**

CANOEING - KAYAKING: Demonstrate canoeing skills (decked canoes) on Grade 3 water

This unit is for trainees who would like to become competent in decked canoes on Grade 3 water, on both day and overnight trips. A reliable roll on both sides will be developed. This unit includes group management and leadership skills for trainees paddling in a group of peers.

Advisory Group : Outdoor Recreation

Unit Standard 479 **Level 4** **Credit 9**

CANOEING - KAYAKING: Demonstrate kayaking skills on Grade 3 water

This unit is for trainees who would like to become competent kayakers on Grade 3 water, on both day and overnight trips. A reliable roll on both sides will be developed. The unit includes group management and leadership skills for trainees paddling in a group of peers.

Advisory Group : Outdoor Recreation

Unit Standard 494 **Level 4** **Credit 4**

CANOEING - KAYAKING: Demonstrate river rescue skills for kayaking and canoeing on Grade 3 water

This unit is for kayaking and canoeing trainees who want to learn skills for rescuing self and others on Grade 3 water and develop skills for the recovery of people and equipment using rope rescue skills. This unit is a pre-requisite for Unit 479, Demonstrate kayaking skills on Grade 3 water.

Advisory Group : Outdoor Recreation

Unit Standard 491 **Level 4** **Credit 10**

CANOEING - KAYAKING: Demonstrate sea-kayaking skills on open exposed coastlines

This unit is for trainees who would like to become competent paddlers with a reliable roll, on open exposed coastlines under difficult conditions. The unit includes the basics of group management and leadership skills for trainees paddling in a group of peers.

Advisory Group : Outdoor Recreation

Unit Standard 448 **Level 2** **Credit 1**

CAVING: Complete a caving trip

This unit is an introduction to caving. It will cover clothing, personal safety and will include an introductory caving trip. This unit can lead to Unit 449, Demonstrate caving skills.

Advisory Group : Outdoor Recreation

Unit Standard 449 **Level 3** **Credit 15**

CAVING: Demonstrate caving skills

The trainee will undertake caving trips as a supervised group member. This unit includes the equipment and techniques for SRT caving but the trainee is not expected to rig SRT gear.

This unit is a pre-requisite for Unit 450, Organise rigging and belay systems in caves.

Advisory Group : Outdoor Recreation

Unit Standard 450 **Level 4** **Credit 8**

CAVING: Organise rigging and belay systems in caves

This unit is for trainees who want to be able to organise rigging and belay systems in caves. The trainee will not be expected to rig single rope techniques (SRT) systems.

Advisory Group : Outdoor Recreation

Unit Standard 459 **Level 2** **Credit 5**

CYCLE TOURING: Undertake a cycle tour

This unit is for the trainee who wants to undertake a cycle tour of at least two days duration with an average of three hours cycling a day.

Advisory Group : Outdoor Recreation

Unit Standard 457 **Level 2** **Credit 2**

MOUNTAIN BIKING: Undertake a mountain bike ride on gravel roads

This is for the trainee who wants to go mountain bike riding on gravel roads or well maintained 4WD tracks. This unit is a pre-requisite for Unit 458, Demonstrate mountain biking skills.

Advisory Group : Outdoor Recreation

Unit Standard 458 **Level 3** **Credit 5**

MOUNTAIN BIKING: Demonstrate mountain biking skills

This is for the trainee who wants to go mountain biking on unmaintained 4WD tracks and rough narrow tracks on rides that will involve carrying the bicycle.

Advisory Group : Outdoor Recreation

Unit Standard 439 **Level 2** **Credit 5**

MOUNTAIN CRAFT: Complete trips in the snow

This unit is for trainees who will undertake an overnight trip in easy-angled snow terrain, as a supervised group member. This will include clothing and equipment for the mountain environment, techniques for walking in the snow, use of an ice-axe and camping skills. This unit can lead on to Unit 440, Introduce mountaineering, Unit 442, Travel on glaciers and Unit 438, Build and use snow-shelters.

Advisory Group : Outdoor Recreation

Unit Standard 443 **Level 2** **Credit 2**

MOUNTAIN CRAFT: Demonstrate skills with ropes, knots, anchors and belays for mountaineering

The trainee will be introduced, in a non-technical environment, to ropes, knots, anchors and belays appropriate for mountaineering. This unit is a pre-requisite for Unit 440, Introduce mountaineering and Unit 442, Travel on glaciers.

Advisory Group : Outdoor Recreation

Unit Standard 440 **Level 3** **Credit 9**

MOUNTAIN CRAFT: Demonstrate mountaineering skills

This unit is for the trainee who wishes to route-find and climb (with a climbing partner) in non-glaciated terrain on snow-slopes up to and including 45{SYMBOL 176 f "Symbol"}, containing technical rock no greater than Grade 10. It includes use of the ice-axe, crampons, rope, anchors, belays and living skills in mountain environments. This unit can lead on to Unit 442, Travel on glaciers, and is a pre-requisite for Unit 441, Complete a mountain climb.

Advisory Group : Outdoor Recreation

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Unit Standard 438 **Level 4** **Credit 5**

MOUNTAIN CRAFT: Build and use snow-shelters

This unit is for the trainee who wishes to make all decisions regarding site and type of snow-shelter given the snow and weather conditions; and/or for the trainee wanting to use snow-shelter(s) as a base for a protracted period of climbing or exploring in the mountains. This unit can lead on to Unit 440, Introduce mountaineering, and Unit 442, Travel on glaciers.

Advisory Group : Outdoor Recreation

Unit Standard 441 **Level 4** **Credit 12**

MOUNTAIN CRAFT: Complete a mountain climb

This unit is for the trainee who wishes to learn about route-finding and climbing in an alpine environment on routes with snow slopes up to and including 60(SYMBOL 176 f "Symbol"), with technical rock up to, but not exceeding, Grade 12. This unit may be done in conjunction with Unit 442, Travel on glaciers and Unit XXX, Develop avalanche awareness skills.

Advisory Group : Outdoor Recreation

Unit Standard 442 **Level 4** **Credit 6**

MOUNTAIN CRAFT: Travel on glaciers

This unit is for the trainee who wishes to route-find and travel safely on glaciers, and learn crevasse rescue techniques. This unit could be done in conjunction with Unit 441, Complete a mountain climb, and Unit XXX, Develop avalanche awareness skills.

Advisory Group : Outdoor Recreation

Unit Standard 434 **Level 3** **Credit 4**

OUTDOOR EQUIPMENT: Design and construct clothing for use in the outdoors

The trainee will design and construct clothing for use in the outdoors.

Advisory Group : Outdoor Recreation

Unit Standard 433 **Level 3** **Credit 6**

OUTDOOR EQUIPMENT: Design and construct equipment for use in the outdoors

The trainee will design and construct a major piece of equipment for use in the outdoors.

Advisory Group : Outdoor Recreation

Unit Standard 423 **Level 4** **Credit 3**

OUTDOOR EQUIPMENT: Work with helicopters

This unit is for the trainee who wants to develop the skills for loading and unloading people and equipment, to learn the signals for guiding pilots, and for working safely around helicopters.

Advisory Group : Outdoor Recreation

Unit Standard 424 **Level 3** **Credit 3**

OUTDOOR FIRST AID: Administer first aid in the outdoors

This unit is for the trainee who may need to provide immediate and longer-term care to casualties in outdoor environments.

Advisory Group : Outdoor Recreation

Unit Standard 456 **Level 3** **Credit 2**

OUTDOOR MANAGEMENT: Investigate equity issues in the outdoors

This unit is for trainees who want to investigate equity issues in the outdoors.

Advisory Group : Outdoor Recreation

Unit Standard 455 **Level 4** **Credit 4**

OUTDOOR MANAGEMENT: Establish outdoor recreation philosophies

This unit is for trainees who want to identify their personal and professional outdoor recreation philosophy.

Advisory Group : Outdoor Recreation

Unit Standard 451 **Level 4** **Credit 4**

OUTDOOR MANAGEMENT: Manage risk in the outdoors

This unit is for trainees who want to develop understanding of risk management principles and use those principles in group outdoor activities.

Advisory Group : Outdoor Recreation

Unit Standard 452 **Level 4** **Credit 9**

OUTDOOR MANAGEMENT: Take an assistant leadership role in the outdoors

The trainee will develop understanding of leadership theory and take assistant leadership roles in outdoor activities and develop a personal leadership profile.

Advisory Group : Outdoor Recreation

Unit Standard 453 **Level 5** **Credit 6**

OUTDOOR MANAGEMENT: Make and implement policy for an outdoor business/organisation

The trainee will investigate policy development models suitable for outdoor businesses, organisations and educators. They will prepare, implement, and evaluate a policy.

Advisory Group : Outdoor Recreation

Unit Standard 454 **Level 5** **Credit 4**

OUTDOOR MANAGEMENT: Programme outdoor activities

The trainee will implement and evaluate an outdoor programme.

Advisory Group : Outdoor Recreation

Unit Standard 431 **Level 3** **Credit 2**

OUTDOOR NAVIGATION: Navigate in the outdoors in good visibility

This unit is for trainees who wish to have the skills to navigate in the outdoors in good visibility. This unit is a pre-requisite for Unit 428, Manage overnight and multi-day tramping trips below the snowline; Unit 440, Demonstrate mountaineering skills; Unit 458, Demonstrate mountain biking skills.

Advisory Group : Outdoor Recreation

Unit Standard 432 **Level 3** **Credit 3**

OUTDOOR NAVIGATION: Navigate in the outdoors in poor visibility and difficult terrain

This unit is for trainees who wish to have the skills to navigate in the outdoors in poor visibility and difficult terrain during daylight hours. This unit is a pre-requisite for Unit 441, Complete a mountain climb; Unit 442, Travel on glaciers; Unit 429, Demonstrate tramping skills.

Advisory Group : Outdoor Recreation

Unit Standard 485 **Level 2** **Credit 3**

RAFTING: Demonstrate rafting skills on sheltered or slow-moving water

This unit will cover clothing, equipment, safety procedures and paddling techniques for trainees who want to experience rafting on sheltered or slow-moving water. This unit is a pre-requisite for Unit 486, Demonstrate rafting skills on Grade 2 water and Unit 493, Complete rafting river rescues on Grade 2 water.

Advisory Group : Outdoor Recreation

Unit Standard 493 **Level 3** **Credit 3**

RAFTING: Complete rafting river rescues on Grade 2 water

This unit is for rafting trainees who want to learn skills for rescuing self and/or another swimmer on Grade 2 rivers. It includes the recovery of equipment without the use of mechanical advantages other than a single throwbag or flip line. This unit is a pre-requisite for Unit 495, Demonstrate river rescue skills for rafting on Grade 3 water, and Unit 486, Demonstrate rafting skills on Grade 2 water.

Advisory Group : Outdoor Recreation

Unit Standard 486 **Level 3** **Credit 6**

RAFTING: Demonstrate rafting skills on Grade 2 water

This unit is for trainees who would like to become competent paddlers in rafts on moving water to Grade 2, with the trip leader maintaining overall supervision of the river trip. This unit can lead on to Unit 487, Demonstrate rafting skills on Grade 3 water.

Advisory Group : Outdoor Recreation

Unit Standard 487 **Level 4** **Credit 6**

RAFTING: Demonstrate rafting skills on Grade 3 water

This unit is for trainees who would like to become competent rafters on Grade 3 water on both day and overnight trips. This unit includes group management and leadership skills for trainees paddling in a group of peers.

Advisory Group : Outdoor Recreation

Unit Standard 495 **Level 4** **Credit 4**

RAFTING: Demonstrate river rescue skills for rafting on Grade 3 water

This unit is for rafting trainees who want to learn skills for rescuing self and others on Grade 3 water and develop skills for the recovery of people and equipment using rope rescue skills. This unit is a pre-requisite for Unit 487, Demonstrate rafting skills on Grade 3 water.

Advisory Group : Outdoor Recreation

Unit Standard 444 **Level 1** **Credit 1**

ROCK CLIMBING: Demonstrate bouldering skills

This unit will introduce the trainee to movement on rock using bouldering as an activity, and includes spotting techniques, downclimbing and bouldering techniques. This unit can lead on to Unit 445, Introduce top-roped rock-climbing and abseiling on single pitches.

Advisory Group : Outdoor Recreation

Unit Standard 445 **Level 2** **Credit 3**

ROCK CLIMBING: Demonstrate top-roped rock climbing and abseiling on single pitches

The trainee will be introduced to belaying, top-roped rock climbing and abseiling skills on single-pitch crags. This unit can lead on to Unit 446, Learn lead-climbing on single pitch routes.

Advisory Group : Outdoor Recreation

Unit Standard 446 **Level 3** **Credit 12**

ROCK CLIMBING: Demonstrate lead-climbing on single pitch routes

This unit will cover the setting-up of anchors, placing of protection, lead climbing on single-pitch routes, site and climb selection, rescue and environmental skills and further development of rock climbing skills. This unit is a pre-requisite for Unit 447, Develop lead-climbing and abseiling skills on multi-pitch routes.

Advisory Group : Outdoor Recreation

Unit Standard 447 **Level 4** **Credit 12**

ROCK CLIMBING: Demonstrate lead-climbing and abseiling skills on multi-pitch routes

This unit is applicable to rock and mountain environments and will cover multi-directional anchors, placing of protection, lead-climbing on multi-pitch routes (up to and including Grade 16), site and climb selection, rescue and environmental skills.

Advisory Group : Outdoor Recreation

Unit Standard 425 **Level 2** **Credit 3**

TRAMPING: Experience day tramps below the snowline

This unit is for the trainee who wants to go on day tramping trips below the snowline in areas where any rivers to be crossed are bridged. This unit can lead to Unit 426, Take part in fixed camps below the snowline, Unit 427, Cross rivers and is a pre-requisite for Unit 428, Manage overnight and multi-day tramping trips below the snowline.

Advisory Group : Outdoor Recreation

Unit Standard 426 **Level 2** **Credit 4**

TRAMPING: Take part in fixed camps below the snowline

This unit is for trainees who want to take part in fixed site camping in campsites below the snowline with few or no publicly provided amenities. This unit can lead onto Unit 425, Experience daytramps below the snowline and Unit 427, Cross rivers.

Advisory Group : Outdoor Recreation

Unit Standard 427 **Level 3** **Credit 2**

TRAMPING: Cross rivers

This unit is for trainees who want to develop the skills to cross safely a range of rivers without bridges. This unit is a pre-requisite for Unit 428, Manage overnight and multi-day tramping trips below the snowline.

Advisory Group : Outdoor Recreation

Unit Standard 428 **Level 3** **Credit 10**

TRAMPING: Manage overnight and multi-day tramping trips below the snowline

This unit is for trainees who want to go on overnight and multi-day tramping trips in predominantly tracked areas where snowskills are not required. This unit is a pre-requisite for Unit 429, Demonstrate tramping skills.

Advisory Group : Outdoor Recreation

Unit Standard 430 **Level 3** **Credit 4**

TRAMPING: Survive in outdoor environments below the snowline

This unit will give trainees the skills to deal with emergencies in outdoor environments below the snowline. It will include skills and techniques for maintaining their own and others' safety and well-being should they ever be involved in a search and/or rescue situation. This unit is a pre-requisite for Unit 428, Manage overnight and multi-day tramping trips below the snowline and Unit 458, Demonstrate mountain biking skills.

Advisory Group : Outdoor Recreation

Unit Standard 429 **Level 4** **Credit 10**

TRAMPING: Demonstrate tramping skills

The trainee will develop tramping skills for overnight and multi-day tramping trips in wilderness areas.

Advisory Group : Outdoor Recreation

Unit Standard 435 **Level 3** **Credit 3**

WEATHER INTERPRETATION IN THE OUTDOORS: Recognise weather hazards for outdoor recreation

This unit is for the trainee who wants to be able to interpret a weather map, identify weather patterns specific to New Zealand and recognise life-threatening weather changes in the field. This unit is a pre-requisite for Unit 436, Interpret weather for mountain environments and Unit 437, Interpret weather for marine environments.

Advisory Group : Outdoor Recreation

Unit Standard 437 **Level 4** **Credit 4**

WEATHER INTERPRETATION IN THE OUTDOORS: Interpret weather for marine environments

This unit is for the trainee who wishes to interpret weather in the field and apply the information to decisions relating to the pursuit of their activity in a marine environment.

Advisory Group : Outdoor Recreation

Unit Standard 436 **Level 4** **Credit 4**

WEATHER INTERPRETATION IN THE OUTDOORS: Interpret weather for mountain environments

This unit is for the trainee who wishes to interpret weather in the field and apply the information to decisions relating to the pursuit of their activity.

Advisory Group : Outdoor Recreation

Unit Standard 460 **Level 2** **Credit 3**

WINDSURFING: Windsurf in winds of less than 10 knots and a chop of less than 40cm

This unit is for people who want to be able to windsurf on a longboard in winds of less than 10 knots and a chop of less than 40cm.

This unit is a pre-requisite for Unit 461, Demonstrate windsurfing techniques on a longboard.

Advisory Group : Outdoor Recreation

Unit Standard 462 **Level 3** **Credit 5**

WINDSURFING: Demonstrate shortboard sailing techniques

This unit is for trainees who want to be confident and competent shortboarders in winds of 12 knots or more. This unit is a pre-requisite for Unit 463, Demonstrate slalom windsurfing techniques and Unit 464, Demonstrate wave-sailing techniques on a shortboard.

Advisory Group : Outdoor Recreation

Unit Standard 461 **Level 3** **Credit 4**

WINDSURFING: Demonstrate windsurfing techniques on a longboard

This unit is for trainees who want to become a competent and confident windsurfer on a longboard in winds between 10 knots and 20 knots.

This unit is a pre-requisite for Unit 463, Demonstrate slalom windsurfing techniques.

Advisory Group : Outdoor Recreation

Unit Standard 463 **Level 4** **Credit 4**

WINDSURFING: Demonstrate slalom windsurfing techniques

This unit is for a trainee who wants to be a competent and confident slalom windsurfer in winds up to 30 knots.

Advisory Group : Outdoor Recreation

Unit Standard 464 **Level 4** **Credit 10**

WINDSURFING: Demonstrate wave-sailing techniques on a shortboard

This unit is for a trainee who wants to be a competent and confident wavesailer on a shortboard in waves of 2 metres from crest to trough, or more.

Advisory Group : Outdoor Recreation

COMPUTING

Computer Programming

Unit Standard 216 **Level 2** **Credit 3**

COMPUTER PROGRAMMING: Apply principles of computer programming

This unit is primarily for learners who have limited or no computer programming skills and who want to prepare for further training in this field.

Learners completing the unit will be able to apply key programming principles in exercises, which could include the writing of rudimentary computer programs.

Many learners will go on to Write Computer Programs at Level 4.

Advisory Group : Computing and Information Systems

Unit Standard 217 **Level 3** **Credit 6**

COMPUTER PROGRAMMING: Apply principles of structured computer programming

This unit is primarily for learners who have limited or no computer programming skills and who want to prepare for further training in this field.

Learners completing the unit will be able to apply key programming principles in exercises, which could include the writing of rudimentary computer programs. Many learners will go on to Unit 218, Write a Computer Program.

Advisory Group : Computing and Information Systems

Unit Standard 218 **Level 4** **Credit 24**

COMPUTER PROGRAMMING: Write a computer program (insert name of language)

This unit enables learners to learn a chosen computer programming language and to create a computer program using that language.

The unit is suitable for learners who have only fundamental programming experience and who want to develop their practical programming skills, prepare for further training in programming, or intend to seek computer-related employment.

Advisory Group : Computing and Information Systems

Information Processing

Unit Standard 103 **Level 2** **Credit 3**

INFORMATION PROCESSING: Use data entry skills to input computer data

To develop proficient data entry techniques for computer-based data input.

This unit is suitable for people wishing to acquire data entry skills for vocational use.

Those completing this unit will prepare data for entry, use an appropriate computer software programme to enter data and develop data entry speed and accuracy.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 212 **Level 1** **Credit 3**

DESKTOP PUBLISHING: Produce desktop published documents using base functions

This unit is suitable for learners who have basic computer skills and who want to gain some practical skills in Desktop Publishing (DTP) or prepare for further training.

Learners completing the unit will be able to produce a DTP document suitable for home, club or business use, using provided text, graphics, and page layout.

Learners may go on to Unit 213, Create multi-page desktop published documents.

Advisory Group : Computing and Information Systems

Unit Standard 213 **Level 3** **Credit 3**

DESKTOP PUBLISHING: Create multi-page desktop published documents

This unit is for learners who have basic desktop publishing (DTP) skills and who want to develop their skills or prepare for further training.

Learners completing the unit will be able to produce DTP documents that could be used in a commercial setting.

Advisory Group : Computing and Information Systems

Unit Standard 215 **Level 1** **Credit 1**

INFORMATION PROCESSING: Produce computer graphic material for individual, club or small business use

This unit is for learners who have basic computer skills and who want to gain some practical skills in using a menu-driven computer package, or prepare for further training.

Learners completing the unit will be able to use a graphics program to produce graphic material for individual, club or small business use.

Advisory Group : Computing and Information Systems

Unit Standard 210 **Level 2** **Credit 3**

INFORMATION PROCESSING: Create and use a computer flatfile database using base functions

This unit is for learners who have basic computer skills and who want to gain some practical flatfile database skills or prepare for further training.

Learners completing the unit will be able to use a database program to produce and search a database using text, numbers and arithmetic formulae.

Learners may go on to Unit 211, Create and use a computer flatfile database for business use.

Advisory Group : Computing and Information Systems

Unit Standard 205 **Level 2** **Credit 3**

INFORMATION PROCESSING: Manage computer data

This unit is suitable for learners who have basic computing experience and who want to develop their skills in managing the data stored by computers. The unit is suitable for both the private user and those who intend to use computer software in their employment.

Learners completing the unit will be able to locate stored data efficiently, protect data and handle data ethically.

Advisory Group : Computing and Information Systems

Unit Standard 214 **Level 2** **Credit 3**

INFORMATION PROCESSING: Use a computer integrated package

This unit is suitable for learners who have basic computer word processing, spreadsheet and database skills.

Learners completing the unit will be able to use an integrated package to create files in those three applications and to combine data between them.

Advisory Group : Computing and Information Systems

Unit Standard 211 **Level 3** **Credit 3**

INFORMATION PROCESSING: Create and use a computer flatfile database for business use

This unit is for learners who have basic flatfile database skills and who want to develop their practical database skills, prepare for further training, or intend to seek computer-related employment.

Learners completing the unit will be able to produce and manipulate a computer flatfile database at a level that could be required in a business setting.

Advisory Group : Computing and Information Systems

Unit Standard 209 **Level 3** **Credit 3**

INFORMATION PROCESSING: Produce and use computer spreadsheets for business use

This unit is for learners who have basic spreadsheet skills and who want to develop their practical spreadsheeting skills, prepare for further training, or intend to seek computer-related employment.

Learners completing the unit will be able to produce and manipulate a spreadsheet file that could be used in a business setting.

Advisory Group : Computing and Information Systems

Information Technology

Unit Standard 202 **Level 1** **Credit 3**

INFORMATION TECHNOLOGY: Demonstrate knowledge of personal computer principles

This unit is for learners who have basic computer skills and who want to develop their understanding of how a computer works and how to look after it. The unit is suitable for private users, but is also intended for learners who wish to go on to further training in aspects of information technology.

Learners completing the unit will understand the operation of a computer at a more advanced level and be able to carry out first-level maintenance.

Advisory Group : Computing and Information Systems

Unit Standard 203 **Level 1** **Credit 3**

INFORMATION TECHNOLOGY: Demonstrate knowledge of the principles of a range of computer peripherals

This unit is for learners who have basic computer skills and who want to develop their understanding of computer peripheral devices. The unit is particularly suitable for learners who intend to seek employment in hardware aspects of information technology.

Learners completing the unit will have a basic understanding of the general principles of operation of a range of current input, output and storage devices.

Many learners will go to Unit 204, Show an understanding of the operation of computer peripherals.

Advisory Group : Computing and Information Systems

Unit Standard 222 **Level 1** **Credit 2**

INFORMATION TECHNOLOGY: Demonstrate knowledge of the principles of information technology

This unit is particularly suitable for learners who intend to seek employment in the field of information technology (IT).

Learners completing the unit will understand at a basic level the concepts and practical applications of IT.

Advisory Group : Computing and Information Systems

Unit Standard 201 **Level 1** **Credit 3**

INFORMATION TECHNOLOGY: Operate a personal computer

This unit is for learners who have few or no computer skills and who want to use a computer in the home or work setting.

Learners completing the unit will be able to set up a personal computer, make it run software and print out to a printer.

Whilst this unit is pre-requisite to a number of others, some private users may not necessarily wish to go on to study at a higher level.

Advisory Group : Computing and Information Systems

Unit Standard 223 **Level 1** **Credit 2**

INFORMATION TECHNOLOGY: Prepare for a career in information technology

This unit is for learners who intend to seek employment in the field of information technology (IT).

Learners completing the unit will understand the career positions and career paths that are available in the IT industry, and have made some decisions about their employment preferences within the industry.

Advisory Group : Computing and Information Systems

Unit Standard 220 **Level 2** **Credit 1**

INFORMATION TECHNOLOGY: Demonstrate knowledge of the principles of data communication

This unit is for learners who have basic computer skills and who want to gain some understanding of data communications principles and practice.

Learners completing the unit will have a basic understanding of data communications principles, the functions and operation of modems, and of various types of networks in use in New Zealand today.

Learners may go on to Demonstrate Knowledge of the Principles of Computer Networks at Level 3.

Advisory Group : Computing and Information Systems

Unit Standard 208 **Level 2** **Credit 3**

INFORMATION TECHNOLOGY: Produce and use computer spreadsheets using base functions

This unit is for learners who have basic computer skills and who want to gain some practical spreadsheeting skills or prepare for further training.

Learners completing the unit will be able to use a spreadsheet program to produce and manipulate a simple spreadsheet file using labels, values and arithmetic formulae.

Learners may go on to Unit 209, Produce and use computer spreadsheets for business use.

Advisory Group : Computing and Information Systems

Unit Standard 204 **Level 2** **Credit 3**

INFORMATION TECHNOLOGY: Show an understanding of the operation of computer peripherals

This unit is for learners who have a basic understanding of peripheral devices used by computers, and who want to develop their understanding. The unit is particularly suitable for learners who intend to seek employment in hardware-related aspects of information technology.

Learners completing the unit will have a sound understanding of the general principles of operation of output and storage devices and modems.

Advisory Group : Computing and Information Systems

Unit Standard 206 **Level 2** **Credit 2**

INFORMATION TECHNOLOGY: Use computer operating systems

This unit is suitable for learners who have basic computer experience and who want to develop their skills in using the disk operating system that is used by personal computers. The unit is suitable both for the private user, and for those who intend to use computer software in their employment. Learners completing the unit will be able to use an operating system to manage efficiently a computer and its stored data.

Advisory Group : Computing and Information Systems

Unit Standard 221 **Level 3** **Credit 3**

INFORMATION TECHNOLOGY: Demonstrate knowledge of the principles of computer networks

This unit is for learners who have basic understanding of data communications and who want to gain some understanding of data communications practice.

Learners completing the unit will have a basic understanding of local area networks (LANs) and wide area networks (WANs).

Advisory Group : Computing and Information Systems

Unit Standard 207 **Level 3** **Credit 3**

INFORMATION TECHNOLOGY: Show an understanding of the principles of computer systems

This unit is for learners who have basic computer skills and who want to develop their understanding of how computers operate as systems. The unit is intended for learners who wish to seek employment in the hardware of software aspects of information technology.

Learners completing the unit will understand the principles of the hardware and software components of computer systems and how they interact with each other.

Advisory Group : Computing and Information Systems

Unit Standard 219 **Level 4** **Credit 9**

INFORMATION TECHNOLOGY: Show understanding of principles of electronic logic for computing

This unit is for learners who have basic computer skills and who want to gain an understanding of how computers use logic in order to process data.

Learners completing the unit will have an understanding of the fundamentals of computer logic.

Advisory Group : Computing and Information Systems

CORE GENERIC

Core Generic

Unit Standard 1556 * # Level 3** **Credit 6**

WORK STUDY: Explain productivity and work study techniques

This introductory unit is for those seeking careers in any manufacturing industry at a management or supervision level. On successful completion of the unit, the learner will have a general knowledge of the scope of Work Study techniques including work measurement and method improvements within the manufacturing industries. This unit is also aimed at those seeking a career in Industrial Engineering who would go on to apply Work Study techniques.

Advisory Group : Apparel

Unit Standard 1558 * # Level 3** **Credit 3**

WORK STUDY: Use a decimal stopwatch and prepare for a time study

This unit is aimed at personnel intending to carry out a time study on a repetitive production operation. On successful completion, the learner will be able to prepare the working sheet, read and set the decimal watch prior to commencement of the study.

Advisory Group : Apparel

Unit Standard 1560 * # Level 4** **Credit 6**

WORK STUDY: Analyse time studies and issue a standard time

This specialised unit is for those seeking employment as Work Study or Industrial Engineers where a standard time is required for a production operation. On successful completion of this unit, the learner will be able to combine several studies and analyse them to determine the standard time for an operation and then issue the time to production management.

Advisory Group : Apparel

Unit Standard 1559 * # Level 4** **Credit 9**

WORK STUDY: Carry out a time study using the 0-100 BSI rating scale

This unit is for Supervisors/Managers/Production planners, in manufacturing. On successful completion, the learner will have a degree of competence in establishing the Labour Times for manufactured products using the internationally acceptable 0-100 BSI system of Work Measurement. Successful completion of this unit may lead to learners seeking careers as Industrial Engineers/Work Study personnel and taking more advanced work study units.

Advisory Group : Apparel

Unit Standard 1557 * # Level 4** **Credit 3**

WORK STUDY: Construct labour recovery reports for a production department

This specialist unit is for departmental managers and supervisors and company owners. On successful completion, the learner will be able to show that a production department is breaking even, losing or gaining against their costed labour. The learner may go on to full labour control reports for production units.

Advisory Group : Apparel

Unit Standard 546 **Level 1** **Credit 2**

CORE GENERIC: Conduct consumer transactions

This unit enables learners to become informed consumers, able to participate in a range of consumer transactions and take action to overcome consumer problems.

Advisory Group : Core Generic Skills

Unit Standard 544 **Level 1** **Credit 2**

CORE GENERIC: Decide on a housing option

This unit enables learners to make decisions about housing options that best meet their needs and means. They will investigate rights and responsibilities as they relate to tenancy.

Advisory Group : Core Generic Skills

Unit Standard 530 **Level 1** **Credit 1**

CORE GENERIC: Exercise your rights under central government

This unit prepares learners to carry out their basic rights and responsibilities as they relate to central government, including voting and presenting concerns.

Advisory Group : Core Generic Skills

Unit Standard 529 **Level 1** **Credit 1**

CORE GENERIC: Exercise your rights under local government

This unit prepares learners to carry out their basic rights and responsibility as they relate to local government. They will develop an appreciation of how local government functions and services the community.

Advisory Group : Core Generic Skills

Unit Standard 531 **Level 1** **Credit 2**

CORE GENERIC: Identify your cultural heritage

This unit provides learners with a basic understanding of culture and cultural interaction and enables them to identify their own cultural heritage and values.

Advisory Group : Core Generic Skills

Unit Standard 502 **Level 1** **Credit 1**

CORE GENERIC: Manage anger

This unit enables learners to recognise and begin to deal with anger behaviour in themselves and others by developing positive concepts and strategies.

Advisory Group : Core Generic Skills

Unit Standard 505 **Level 1** **Credit 3**

CORE GENERIC: Manage personal physical fitness

This unit enables learners to develop and maintain their physical fitness.

Advisory Group : Core Generic Skills

Unit Standard 547 **Level 1** **Credit 2**

CORE GENERIC: Manage personal sexual behaviour

This unit enables learners to make and assert choices about their sexual behaviour, to understand sexuality, to consider consequences of sexual activity and to value safe practice.

Advisory Group : Core Generic Skills

Unit Standard 548 **Level 1** **Credit 2**

CORE GENERIC: Manage personal use of alcohol and other drugs

This unit enables learners to recognise the effects of alcohol and other drugs on themselves and others, and devise strategies for safe practice.

Advisory Group : Core Generic Skills

Unit Standard 496 **Level 1** **Credit 2**

CORE GENERIC: Manage personal wellness

This unit enables learners to develop, maintain and manage their personal health and wellbeing

Advisory Group : Core Generic Skills

Unit Standard 545 **Level 1** **Credit 1**

CORE GENERIC: Manage stress

This unit enables learners to identify the negative and positive aspects of stress and to explore personal stressors and stress reactions. They will identify stress management techniques and implement a simple stress management plan.

Advisory Group : Core Generic Skills

Unit Standard 503 **Level 1** **Credit 1**

CORE GENERIC: Manage use of time

This unit enables learners to examine their use of time management techniques and to plan and improve their time management.

Advisory Group : Core Generic Skills

Unit Standard 498 **Level 1** **Credit 2**

CORE GENERIC: Obtain job seeking skills

This unit provides learners with skills and methods to actively locate and apply for suitable job vacancies in a planned way.

Advisory Group : Core Generic Skills

Unit Standard 501 **Level 1** **Credit 2**

CORE GENERIC: Produce a career plan

This unit enables learners to gather information about themselves and career opportunities and to use this information in producing a career plan.

Advisory Group : Core Generic Skills

Unit Standard 504 **Level 1** **Credit 1**

CORE GENERIC: Produce a curriculum vitae

This unit enables learners to gather personal information and present that information in the form of a general curriculum vitae (C.V) suitable for a variety of employment and training applications.

Advisory Group : Core Generic Skills

Unit Standard 497 **Level 1** **Credit 1**

CORE GENERIC: Protect health and safety in the workplace

This unit introduces learners to workplace health and safety legislation and enables them to play an active role in ensuring the health and safety of themselves and others in the workplace.

Advisory Group : Core Generic Skills

Unit Standard 525 **Level 1** **Credit 2**

CORE GENERIC: Protect yourself against sexual harassment

This unit prepares learners to recognise and deal safely with situations of sexual harassment such as those which occur in a workplace or learning institution. It is also relevant to those who may find themselves causing sexual harassment.

Advisory Group : Core Generic Skills

Unit Standard 527 **Level 1** **Credit 1**

CORE GENERIC: Respond legally to law enforcement

This unit enables learners to find out about laws relevant to them and how to deal with situations of law enforcement, mainly with the Police.

Advisory Group : Core Generic Skills

Unit Standard 499 **Level 1** **Credit 1**

CORE GENERIC: Respond to grief in others

This unit introduces learners to the grief process, as experienced in a range of different situations and enables them to respond positively to those in grief, including persons from a culture other than their own.

Advisory Group : Core Generic Skills

Unit Standard 543 **Level 1** **Credit 2**

CORE GENERIC: Start work in a new workplace

This unit enables learners to make adequate preparation for starting in a new job and to adjust successfully during the early stages.

Advisory Group : Core Generic Skills

Unit Standard 500 **Level 1** **Credit 1**

CORE GENERIC: Trial a work option

This unit enables learners to plan, complete and evaluate an employment or voluntary work placement in order to determine its suitability for them.

Advisory Group : Core Generic Skills

Unit Standard 541 **Level 1** **Credit 3**

CORE GENERIC: Use banking and other financial services

This unit prepares learners to select and use banking and other financial services and determine associated costs, benefits and conditions.

Advisory Group : Core Generic Skills

Unit Standard 526 **Level 1** **Credit 2**

CORE GENERIC: Use community services

This unit enables learners to gain essential information about key community services and to use these and other services effectively.

Advisory Group : Core Generic Skills

Unit Standard 542 **Level 2** **Credit 1**

CORE GENERIC: Counter unlawful discrimination

This unit introduces learners to the concept of discrimination and legislation surrounding unlawful discrimination. It enables them to respond effectively when faced with situations of unlawful discrimination.

Advisory Group : Core Generic Skills

Unit Standard 528 **Level 2** **Credit 3**

CORE GENERIC: Demonstrate survival techniques for a Civil Defence emergency

This unit prepares learners to carry out measures to deal with a range of life threatening situations they may encounter during a Civil Defence emergency. They will appreciate the role of the Civil Defence organisation and be prepared to co-operate with it during a declared emergency.

Advisory Group : Core Generic Skills

Unit Standard 524 **Level 2** **Credit 2**

CORE GENERIC: Operate a personal budget

This unit enables learners to produce and operate a personal budget which can provide for savings and accommodate additional major expenditures.

Advisory Group : Core Generic Skills

Unit Standard 1719 * # Level 1** **Credit 1**

LAW-RELATED EDUCATION: Choose legal assistance

Learning based on this unit enables learners to identify and choose a suitable form of legal assistance, including legal aid, according to their circumstances at the time the assistance is needed.

Advisory Group : Core Generic Skills

Unit Standard 1713 * # Level 1** **Credit 2**

LAW-RELATED EDUCATION: Describe the role of law in New Zealand society

Learning based on this unit enables learners to appreciate the role and purpose of law in New Zealand society and how the law protects rights and imposes responsibilities on the individual. Learners will describe the distinctions between customs, rules and laws, the impact of law on everyday life and how laws reflect society's values.

They will be able to distinguish between civil and criminal law and identify main branches of law in New Zealand.

Advisory Group : Core Generic Skills

Unit Standard 1715 * # Level 1** **Credit 1**

LAW-RELATED EDUCATION: Identify the nature and consequences of crime

Learning based on this unit enables learners to identify the types and nature of crime and consequences for the offender, the victim and society.

Advisory Group : Core Generic Skills

Unit Standard 1720 * # Level 1** **Credit 1**

LAW-RELATED EDUCATION: Prepare to participate in District Court criminal proceedings

Learning based on this unit prepares learners for the roles of juror, witness and defendant should they be required to participate in District Court criminal proceedings.

Advisory Group : Core Generic Skills

Unit Standard 1714 * # Level 2** **Credit 2**

LAW-RELATED EDUCATION: Describe how laws are made and changed in New Zealand

Learning based on this unit enables learners to describe the role and function of our law-making bodies and understand how laws are made and changed in response to society's changing needs and values.

Advisory Group : Core Generic Skills

Unit Standard 1722 * # Level 2** **Credit 2**

LAW-RELATED EDUCATION: Describe the application of New Zealand law to marriage and de facto relationships

Learning based on this unit enables learners to identify and consider the legal, personal, financial and social implications of entering into marriage and de facto relationships and the consequences of the breakdown of such partnerships.

Advisory Group : Core Generic Skills

Unit Standard 1723 * # Level 2** **Credit 2**

LAW-RELATED EDUCATION: Describe the causes, consequences and protections relating to domestic violence and child abuse

Learning based on this unit enables learners to identify factors which contribute to domestic violence and child abuse within the family and community and describe their consequences.

They will identify and describe legal provisions relating to these behaviours and the types of help available to those affected by domestic violence and child abuse.

Advisory Group : Core Generic Skills

Unit Standard 1717 * # Level 2** **Credit 2**

LAW-RELATED EDUCATION: Describe the New Zealand judicial system

Learning based on this unit enables learners to describe the functions, jurisdiction and relationships between the various courts and tribunals in New Zealand and the roles and function of the various parties and personnel associated with proceedings. They will describe cases and their procedures and remedies and evaluate the effectiveness of the judicial system in New Zealand for the individual and society.

Advisory Group : Core Generic Skills

Unit Standard 1721 * # Level 2** **Credit 2**

LAW-RELATED EDUCATION: Describe the role and application of family law in New Zealand

Learning based on this unit provides learners with an understanding of how law and society inter-relate in terms of family law and how family law provides a structure for defining and influencing rights and responsibilities of family members.

Advisory Group : Core Generic Skills

Unit Standard 1718 * # Level 2** **Credit 2**

LAW-RELATED EDUCATION: Describe the role, operation and effectiveness of the Youth Justice system

Learning based on this unit tofamiliarises learners with how juvenile offending is dealt with through the Youth Court and Family Group Conference proceedings and provides an understanding of their role within the broader court and justice system. They will examine and draw conclusions on the effectiveness of the Youth Justice system and the impact of penalties involved.

Advisory Group : Core Generic Skills

Unit Standard 1727 * # Level 2** **Credit 2**

LAW-RELATED EDUCATION: Identify legal and financial implications of buying a house

Learning based on this unit provides learners with knowledge and understanding to protect their rights and meet obligations in relation to house purchase. They will examine purchasing options in relation to finance, methods of purchase and types of land ownership and gain an appreciation of the purchase process and the need to protect oneself legally and financially.

Advisory Group : Core Generic Skills

Unit Standard 1725 * # Level 2** **Credit 1**

LAW-RELATED EDUCATION: Identify rights and obligations in relation to contracts

Learning based on this unit enables learners to recognise a valid contract and determine their rights and obligations in relation to a contract. They will be able to recognise breach of contract and take appropriate action to safeguard their rights.

Advisory Group : Core Generic Skills

Unit Standard 1724 * # Level 2** **Credit 2**

LAW-RELATED EDUCATION: Present a Disputes Tribunal case

Learning based on this unit familiarises learner with basic workings and aspects of the Disputes Tribunal and provides them with knowledge and skills to enable them to present a case at a Disputes Tribunal hearing.

Advisory Group : Core Generic Skills

Unit Standard 1726 * # Level 2** **Credit 2**

LAW-RELATED EDUCATION: Resolve problems using consumer law

Learning based on this unit enables learners to relate current consumer legislation to problems arising from everyday transactions. They will gain skills to resolve simple consumer problems and disputes including referral of a complaint to the appropriate statutory body.

Advisory Group : Core Generic Skills

Unit Standard 1716 * # Level 3 Credit 2**

LAW-RELATED EDUCATION: Evaluate systems of criminal sanction

Learning based on this unit enables learners to describe the purpose and types of criminal sanctions as they exist in New Zealand and to compare and evaluate the suitability and effectiveness of these.

Learners will identify factors considered in determining sanctions and the roles of various parties in this process.

Advisory Group : Core Generic Skills

ENGINEERING AND TECHNOLOGY

Electrical Engineering

Unit Standard 742 * Level 2 Credit 3**

ELECTRICAL THEORY: Apply Ohm's Law calculations to resistive circuits

This unit is essential for learners in the electrical and electronics fields who are developing an understanding of electrical concepts and laws. On completion of this unit, learners will be able to calculate values of voltage, current, and resistance in series, parallel, and series-parallel resistive circuits.

Advisory Group : Electrotechnology

Unit Standard 756 * Level 2 Credit 3**

ELECTRICAL THEORY: Calculate electrical energy and power in resistive circuits

This unit is for learners who are required to calculate values of energy and power related to electrical equipment. The understanding of this will help in determining if equipment ratings are safe.

Advisory Group : Electrotechnology

Unit Standard 741 * Level 2 Credit 2**

ELECTRICAL THEORY: Compare the characteristics of conductors, semiconductors and insulators

This unit is for those engaged in electrical work where voltage and current are likely to be present. It will enable learners to develop an understanding of electrical concepts upon which other units will build.

Advisory Group : Electrotechnology

Unit Standard 744 * Level 2 Credit 2**

ELECTRICAL THEORY: Demonstrate an understanding of electrochemistry

Learners are able to demonstrate an understanding of the meaning of electrochemistry and are able to identify examples of where electrical energy creates a chemical effect, and where chemical effects create electrical energy. This unit leads on to a wide range of applications including battery servicing, electro-plating, and corrosion reduction.

Advisory Group : Electrotechnology

Unit Standard 751 * Level 2 Credit 2**

ELECTRICAL THEORY: Demonstrate an understanding of rectification

Learners will understand the action of a rectifier diode, know the types of half-wave and full-wave rectifier circuits, and compare their outputs.

Advisory Group : Electrotechnology

Unit Standard 749 * Level 2 Credit 2**

ELECTRICAL THEORY: Demonstrate an understanding of resistors

Learners will understand the meaning of resistance, the composition of resistance materials, and the types, preferred values, and ratings of resistors. The colour code for resistors will be used.

Advisory Group : Electrotechnology

Unit Standard 746 * Level 2 Credit 4**

ELECTRICAL THEORY: Demonstrate an understanding of the principles of magnetism and electromagnetism

Learners have an understanding of the principles and laws of magnetism and electromagnetism, and are able to relate the applications of magnetic effects to apparatus used in the electrical industry.

Advisory Group : Electrotechnology

Unit Standard 747 * Level 2 Credit 2**

ELECTRICAL THEORY: Identify alternating current and direct current generator characteristics

Learners will distinguish between an a.c generator (alternator) and an d.c generator, and be able to compare the effective values of their outputs. In particular the learner will be able to draw a sine wave and understand the meaning of the root-mean-square value of an alternating quantity.

Advisory Group : Electrotechnology

Unit Standard 748 * Level 2 Credit 2**

ELECTRICAL THEORY: Identify electrical supply systems

Learners will be able to describe the New Zealand electrical generation, transmission and distribution network, and the common systems of a.c and d.c supply including the multiple-earthed-neutral (m.e.n) system, and the importance of effective earthing.

Advisory Group : Electrotechnology

Unit Standard 1703 * Level 4 Credit 2**

ELECTRICAL THEORY: Demonstrate an understanding of transformer applications

Learners will be able to demonstrate an understanding of those characteristics of transformers that determine their type of use. The applications of power transformers and instrument transformers will be known.

Advisory Group : Electrotechnology

Unit Standard 745 * Level 2 Credit 3**

ELECTRICAL TRADES: Identify and communicate electrical terms, symbols, and circuits

Learners are able to identify common electrical terms, symbols and circuits, and use them to communicate with others on technical matters.

Advisory Group : Electrotechnology

Unit Standard 752 * Level 2 Credit 2**

ELECTRICAL TRADES: Identify electrical cables, accessories, and their uses

Learners will be able to identify flexible cords and permanent wiring cables in common use, and at least twenty electrical accessories and fittings associated with fixed wiring. Learners will also describe a common use for each item.

Advisory Group : Electrotechnology

Unit Standard 753 * Level 2 Credit 2**

ELECTRICAL TRADES: Identify electronic components and their uses

Learners will be able to identify at least twenty electronic components from their characteristic size, configuration, and markings, and describe a typical application for each component.

Advisory Group : Electrotechnology

Unit Standard 1701 * Level 2 Credit 1**

ELECTRICAL TRADES: Identify the scope of the Acts, Regulations, Standards, Codes and groups that impact on the electrical industry

Learners will be able to identify the rules that determine their responsibilities as workers within the electrical industry.

Advisory Group : Electrotechnology

Unit Standard 755 * Level 2 Credit 1**

ELECTRICAL TRADES: Install and replace fuse links and miniature circuit-breakers

Learners will be able to choose the correct type and rating of fuse link, and install or replace it safely. They will also choose the correct miniature circuit-breaker for a particular application, and be able to install it and re-set it.

Advisory Group : Electrotechnology

Unit Standard 743 * Level 2 Credit 3**

ELECTRICAL TRADES: Produce electrical diagrams

The unit is for learners who need to produce elementary electrical diagrams in the performance of their duties. On completion of this unit learners will be able to produce a variety of electrical diagrams, using standard symbols and practices.

Advisory Group : Electrotechnology

Unit Standard 1700 * Level 2 Credit 3**

ELECTRICAL TRADES: Recognise the requirements of electricity regulations

This unit is for learners who are required to carry out electrical work that is subject to the statutory requirements of the electricity regulations. Learners completing this unit would normally be those intending to seek registration in one of the classes administered by the Electrical Workers Registration Board. This unit leads on to Unit 1702, Identify and apply electricity regulations.

Advisory Group : Electrotechnology

Unit Standard 754 * Level 2 Credit 2**

ELECTRICAL TRADES: Select and install flexible cords

Learners will be able to select the correct types and ratings of flexible cords, install them, and make up cord sets and cord extension sets (commonly called extension leads).

Advisory Group : Electrotechnology

Unit Standard 750 * Level 2 Credit 2**

ELECTRICAL TRADES: Use non-complex measuring and testing instruments

This unit is for electrical workers who are required to use non-complex instruments for the testing of electrical supply, and for the measurement of electrical quantities.

Advisory Group : Electrotechnology

Unit Standard 1711 * Level 4 Credit 3**

ELECTRICAL TRADES: Demonstrate an understanding of electronic process control

Learners will be able to demonstrate an understanding of the components of an electronic process control system, and use ladder logic, or alternative format, to feed a programme into a programmable logic controller (plc) to control a process.

Advisory Group : Electrotechnology

Unit Standard 1702 * Level 4 Credit 6**

ELECTRICAL TRADES: Identify and apply electricity regulations

This unit is for learners who are required to carry out complex electrical work that is subject to the requirements of the Electricity Regulations and Codes of Practice. Learners completing this unit would normally be those intending to seek registration as an electrician.

Advisory Group : Electrotechnology

Unit Standard 1712 * Level 4 Credit 2**

ELECTRICAL TRADES: Install and test semiconductor devices

Learners will be able to identify and connect diodes, transistors and thyristors into electrical control and power circuits, and test for proper operation.

Advisory Group : Electrotechnology

Unit Standard 1708 * Level 4 Credit 3**

ELECTRICAL TRADES: Select circuit protection devices

Learners will be able to demonstrate an understanding of the possible effects of leakage current, over-current, or a short-circuit, and thus be able to select the correct type of protection device to safeguard persons and property.

Advisory Group : Electrotechnology

Unit Standard 1709 * Level 4 Credit 3**

ELECTRICAL TRADES: Select direct-current generators and motors for particular applications

Learners will be able to demonstrate an understanding of the construction, operation, and load-handling characteristics of the common direct-current generators and motors. From this knowledge the correct machine is selected for a particular task.

Advisory Group : Electrotechnology

Unit Standard 1710 * Level 4 Credit 3**

ELECTRICAL TRADES: Select luminaires for particular applications

Learners will be able to demonstrate an understanding of the requirements of good illumination, be able to compare the relative merits of the common filament lamps and discharge lamps, and subsequently make a proper choice of luminaires for given applications.

Advisory Group : Electrotechnology

Unit Standard 1707 * Level 4 Credit 3**

ELECTRICAL TRADES: Select motor speed controllers

Learners will be able to compare the relative merits of various motor speed controllers so that a suitable means of speed control is selected for a particular application.

Advisory Group : Electrotechnology

Unit Standard 1706 * Level 4 Credit 3**

ELECTRICAL TRADES: Select motor starters for particular applications

Learners will be able to compare the relative merits, starting currents, and torques of the various motor starters so that a suitable starter is selected for a particular application.

Advisory Group : Electrotechnology

Unit Standard 1705 * Level 4 Credit 6**

ELECTRICAL TRADES: Select single-phase motors for particular applications

Learners will demonstrate an understanding of the construction, operation, and load-handling characteristics of the common single-phase motors. From this knowledge the correct motor is selected for a particular task.

Advisory Group : Electrotechnology

Unit Standard 1704 * Level 4 Credit 6**

ELECTRICAL TRADES: Select three-phase motors for particular applications

Learners will be able to demonstrate an understanding of the construction, operation, and load-handling characteristics of the common three-phase motors. From this knowledge the correct motor is selected for a particular task.

Advisory Group : Electrotechnology

Motor Industry

Unit Standard 225 Level 1 Credit 1

AUTOMOTIVE ADMINISTRATION: Identify the occupational areas and structure of the New Zealand Automotive Industry

This is a theory based unit suitable for anyone who requires background information on the automotive industry to make a value judgement for a career choice or change of occupation. Those completing the unit will be able to identify the different occupations and types of businesses that make up the automotive industry in New Zealand. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 246 Level 1 Credit 2

AUTOMOTIVE ADMINISTRATION: Receive payment for goods and/or services

This unit is for trainees entering into any automotive or retail service occupation. Those completing the unit will be able to operate a Point of Sale system accurately and give correct change and issue receipts for purchases.

Advisory Group : Motor Industry

Unit Standard 249 Level 2 Credit 5

AUTOMOTIVE ADMINISTRATION: Carry out automotive industry personal workplace requirements

This unit is for trainees entering into any automotive service occupation. Those completing the unit will be able to carry out workplace duties to the personal requirements and standards determined by the industry. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 392 **Level 2** **Credit 2**

AUTOMOTIVE ADMINISTRATION: Maintain automotive stock and plant security

This unit is for trainees employed in any automotive business where security is required. Those completing the unit will be able to identify high security risks, minimise opportunities for shoplifting and theft, and maintain building, stock and plant security procedures.

Advisory Group : Motor Industry

Unit Standard 248 **Level 2** **Credit 1**

AUTOMOTIVE ADMINISTRATION: Negotiate an employment contract for apprenticeship in the automotive industry

This is a theory based unit for trainees entering the automotive service industries at pre-employment level. Those completing the unit will be able to understand the rights and responsibilities of a trainee and an employer in terms of the industry's training document and the Employment Contracts Act.

Advisory Group : Motor Industry

Unit Standard 382 **Level 3** **Credit 4**

AUTOMOTIVE ADMINISTRATION: Carry out office procedures for automotive service companies

This unit is for trainees entering into or employed in automotive service and sales industries. Those completing the unit will be able to carry out elementary accounting and costing procedures and have familiarity with computers for transactions and records.

Advisory Group : Motor Industry

Unit Standard 387 **Level 3** **Credit 6**

AUTOMOTIVE ADMINISTRATION: Maintain a stock control system for an automotive business

This unit is for trainees employed in those sectors of the automotive service industry that require some expertise in parts merchandising. Those completing the unit will gain the skills necessary to order, receive and price goods, place them into storage and carry out stocktaking duties.

Advisory Group : Motor Industry

Unit Standard 946 **Level 4** **Credit 4**

AUTOMOTIVE ADMINISTRATION: Book in work for an automotive business

This unit is for trainees in the automotive service industries. Those completing the unit will be able to greet customers and book in work obtaining all details required for the job to be carried out in an efficient manner.

Advisory Group : Motor Industry

Unit Standard 934 **Level 4** **Credit 3**

AUTOMOTIVE ADMINISTRATION: Cost a job for an automotive repair or service

This unit is for trainees in the automotive services industries involved with service administration duties. Those completing the unit will be able to cost a completed job that can be invoiced.

Advisory Group : Motor Industry

Unit Standard 386 **Level 4** **Credit 4**

AUTOMOTIVE ADMINISTRATION: Determine stock levels of automotive products

This unit is for trainees in automotive sales areas who require skill in stock control. Those completing the unit will be able to determine stock levels to maximise service and sales profitability.

Advisory Group : Motor Industry

Unit Standard 968 **Level 4** **Credit 2**

AUTOMOTIVE ADMINISTRATION: Estimate the cost of an automotive repair

This unit is for trainees in the automotive service industries who, as part of their duties, are required to complete a cost estimate for a proposed repair on a vehicle, machine or component.

Advisory Group : Motor Industry

Unit Standard 389 **Level 4** **Credit 4**

AUTOMOTIVE ADMINISTRATION: Implement a storage system for automotive parts and service station goods

This unit is for trainees employed in those sectors of the automotive service industry that require expertise in parts merchandising. Those completing the unit will gain the skills necessary to organise the storage of goods, implement a stock control system, and a stock security system.

Advisory Group : Motor Industry

Unit Standard 398 **Level 4** **Credit 2**

AUTOMOTIVE ADMINISTRATION: Interpret warranties and guarantees that apply to the automotive industry

This unit is for trainees employed in automotive service and sales areas. Those completing the unit will be able to interpret warranties and guarantees as they apply to the workplace and relay this information to the customer.

Advisory Group : Motor Industry

Unit Standard 391 **Level 4** **Credit 2**

AUTOMOTIVE ADMINISTRATION: Prepare a quotation for the supply of an automotive product, repair or service

This unit is for trainees involved in any automotive service or sales area. Those completing the unit will be able to prepare and submit a written quotation.

Advisory Group : Motor Industry

Unit Standard 984 **Level 5** **Credit 3**

AUTOMOTIVE ADMINISTRATION: Plan an automotive department layout

This unit is for trainees involved in automotive service or sales areas. Those completing the unit will be able to plan the layout of an automotive department.

Advisory Group : Motor Industry

Unit Standard 986 **Level 5** **Credit 5**

AUTOMOTIVE ADMINISTRATION: Prepare and implement an automotive on-the-job instruction programme

This unit is for trainees in the automotive service industries. Those completing the unit will be able to plan, prepare and implement a training programme for on-the-job training.

Advisory Group : Motor Industry

Unit Standard 988 **Level 6** **Credit 10**

AUTOMOTIVE ADMINISTRATION: Analyse automotive Service Manager's roles

This theory based unit will give an introduction to automotive service management for trainees who are considering a career change or have recently changed occupations into this area.

Advisory Group : Motor Industry

Unit Standard 985 **Level 6** **Credit 6**

AUTOMOTIVE ADMINISTRATION: Control expense in an automotive department

This unit is for intending managers or managers of automotive departments. Those completing the unit will be able to use financial management control techniques to enable a department to be efficient and effective in terms of controlling expense.

Advisory Group : Motor Industry

Unit Standard 902 **Level 3** **Credit 1**

AUTOMOTIVE AIR CONDITIONING: Repair a vehicle heating and ventilation system

This unit is for trainees in the automotive repair industry. Those completing the unit will be able to test and repair vehicle heating and ventilation systems.

Advisory Group : Motor Industry

Unit Standard 906 **Level 4** **Credit 2**

AUTOMOTIVE AIR CONDITIONING: Diagnose and rectify automotive climate control system faults

This unit is for trainees in the automotive service industries. Those completing the unit will be able to test, service and repair automotive climate control systems.

Advisory Group : Motor Industry

Unit Standard 981 **Level 4** **Credit 3**

AUTOMOTIVE AIR CONDITIONING: Install an automotive air conditioning system

This unit is for trainees in the automotive service industries. Those completing the unit will be able to install an air conditioning kit into a car or light commercial vehicle and commission the unit for use.

Advisory Group : Motor Industry

Unit Standard 881 **Level 4** **Credit 5**

AUTOMOTIVE AIR CONDITIONING: Test, service and repair an automotive air conditioning system

This unit is for trainees in the automotive service industries. Those completing the unit will be able to carry out testing and servicing procedures on automotive air conditioning systems. This unit leads to certification as an Automotive Air Conditioning Technician. This certification is covered by the Industry Code of Practice.

Advisory Group : Motor Industry

Unit Standard 234 **Level 2** **Credit 5**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Identify types of automotive starting and charging systems and their operation

This is a theory based unit for trainees entering the automotive service industries at pre-employment level. Those completing the unit will acquire the knowledge of the circuit layout and operation of starting and charging systems, used in automotive applications, and be able to identify the components of these systems. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 235 **Level 2** **Credit 2**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Identify types of ignition systems and their operation

This is a theory based unit for trainees entering the automotive service industries at pre-employment level. Those completing the unit will acquire knowledge of the circuit layout and operation of ignition systems, used in automotive applications, and be able to identify the components of these systems. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 898 **Level 2** **Credit 3**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Read and interpret an automotive wiring diagram

This unit is for trainees in the automotive service industries. Those completing the unit will be able to use and interpret automotive electrical wiring diagrams.

Advisory Group : Motor Industry

Unit Standard 233 **Level 2** **Credit 1**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Service an automotive battery

This unit is for trainees entering the automotive service industries at pre-employment level. Those completing the unit will be able to service single battery installations and carry out emergency starting procedures. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 232 **Level 2** **Credit 5**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Test an automotive electrical circuit

This unit is for trainees entering the automotive service industries at pre-employment level, and is basic to all other automotive electrical units. Those completing the unit will be able to test an electrical circuit for faults and measure electrical values. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 891 **Level 3** **Credit 2**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Diagnose and rectify faults in a contact breaker ignition system on an engine

This unit is for trainees in the automotive services industries. Those completing the unit will be able to diagnose and rectify faults in contact breaker (CB) ignition systems.

Advisory Group : Motor Industry

Unit Standard 904 **Level 3** **Credit 5**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Diagnose faults in an automotive generator type charging system, and overhaul a generator

This unit is for trainees in the automotive electrical service industry. Those completing the unit will acquire knowledge of the operation of a charging system that uses a direct current (DC) generator, and be able to overhaul a DC generator.

Advisory Group : Motor Industry

Unit Standard 897 **Level 3** **Credit 4**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Diagnose faults in electrical starting and charging systems on cars, commercial vehicles, machines and units

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and repair faults in starting and charging systems on cars, commercial vehicles, machines and units.

Advisory Group : Motor Industry

Unit Standard 877 **Level 3** **Credit 5**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Identify functions of automotive lighting systems, rectify lighting faults and adjust vehicle lamps

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose faults in automotive lighting systems and to adjust the driving lamps to specification.

Advisory Group : Motor Industry

Unit Standard 888 **Level 3** **Credit 3**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Overhaul a starter motor from a car, or light commercial vehicle

This unit is for trainees in the automotive service industries. Those completing the unit will be able to test and overhaul inertia and pre-engaged starter motors and solenoids from cars and light commercial vehicles.

Advisory Group : Motor Industry

Unit Standard 905 **Level 3** **Credit 5**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Overhaul a starter motor from a heavy commercial vehicle

This unit is for trainees in the automotive electrical service industry. Those completing the until will be able to test and overhaul automotive starter motors, solenoids and relays from heavy commercial vehicles.

Advisory Group : Motor Industry

Unit Standard 889 **Level 3** **Credit 3**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Overhaul an automotive alternator

This unit is for trainees in the automotive electrical service industry. Those completing the unit will be able to test and overhaul automotive alternators.

Advisory Group : Motor Industry

Unit Standard 899 **Level 3** **Credit 3**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Repair automotive wiring circuits

This unit is for trainees in the automotive service industries. Those completing the unit will have the skills required to carry out general automotive circuit repairs.

Advisory Group : Motor Industry

Unit Standard 915 **Level 3** **Credit 2**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Service multiple battery installations on heavy commercial vehicles, machines and units

This unit is for trainees in the automotive electrical engineering, automotive engineering (heavy equipment), forklift engineering and power boat servicing industries. Those completing the unit will be able to service multiple battery installations and carry out minor battery repairs.

Advisory Group : Motor Industry

Unit Standard 895 **Level 4** **Credit 3**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS:
Diagnose and rectify faults in an electronic ignition system on an engine

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and rectify faults in electronic and computer controlled ignition systems.

Advisory Group : Motor Industry

Unit Standard 979 **Level 4** **Credit 4**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS:
Diagnose and rectify faults in an engine flywheel magneto ignition system

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and rectify faults in flywheel magneto ignition systems as found on small engines.

Advisory Group : Motor Industry

Unit Standard 910 **Level 4** **Credit 3**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS:
Diagnose and rectify faults in automotive instruments and gauges

This unit is for trainees in the automotive electrical service industry. Those completing the unit will be able to diagnose faults occurring in analogue and digital instruments and gauges, and to carry out the necessary repair or replacement.

Advisory Group : Motor Industry

Unit Standard 961 **Level 4** **Credit 4**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS:
Diagnose and rectify faults in engine management systems

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and rectify faults in engine management systems.

Advisory Group : Motor Industry

Unit Standard 887 **Level 4** **Credit 2**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS:
Diagnose and repair automotive wiper system faults

This unit is for trainees in the automotive electrical service industry. Those completing the unit will be able to test for, locate and repair faults in wiper circuits, motors and linkages.

Advisory Group : Motor Industry

Unit Standard 890 **Level 4** **Credit 4**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS:
Diagnose and repair faults in electrical starting and charging systems on motorcycles and small engines

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and repair faults in starting and charging systems on motorcycles and small engines.

Advisory Group : Motor Industry

Unit Standard 900 **Level 4** **Credit 5**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS:
Diagnose and repair faults in electronically controlled systems used on vehicles or machines

This unit is for trainees in the automotive service industries. Those completing the unit will be able to test for, locate and rectify faults in an electronically controlled system.

Advisory Group : Motor Industry

Unit Standard 907 **Level 4** **Credit 4**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS:
Install and repair or replace audio entertainment systems in vehicles

This unit is for trainees in the automotive electrical service industry. Those completing the unit will be able to install audio entertainment systems in vehicles and rectify faults in existing systems.

Advisory Group : Motor Industry

Unit Standard 909 **Level 4** **Credit 2**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS:
Install, repair and replace electrical accessories in vehicles

This unit is for trainees in the automotive electrical service industry. Those completing the unit will be able to install electrical accessories in vehicles and rectify faults in existing electrical accessories.

Advisory Group : Motor Industry

Unit Standard 975 **Level 5** **Credit 4**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS:
Design a wiring harness for a particular automotive application

This unit is for trainees in the automotive electrical industry. Those completing the unit will be able to design a wiring harness for a given application and draw the circuit diagram.

Advisory Group : Motor Industry

Unit Standard 966 **Level 5** **Credit 3**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS:
Make up electrical and electronic circuitry to suit specific applications

This unit is for trainees in the automotive electrical service industry. Those completing the unit will be able to analyse existing circuit wiring diagrams and design a specific circuit, with the view to adding and changing electrical and electronic components to vehicles or machines.

Advisory Group : Motor Industry

Unit Standard 978 **Level 5** **Credit 4**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS:
Specify the battery and charging system requirements for a particular automotive application

This unit is for trainees in the automotive industry. Those completing the unit will be able to specify the type, capacity and number of batteries, and the type and size of generator, required for a particular automotive application.

Advisory Group : Motor Industry

Unit Standard 976 **Level 5** **Credit 4**

AUTOMOTIVE ELECTRICAL AND ELECTRONICS: Specify the lighting requirements for a particular automotive application

This unit is for trainees in the automotive service industry. Those completing the unit will be able to specify the types of lights, the number of each and their location needed to fulfil the requirements of a particular automotive application, and to comply with the legal requirements.

Advisory Group : Motor Industry

Unit Standard 241 **Level 2** **Credit 3**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Establish the operation of a diesel fuel system and perform minor servicing tasks

This unit is for trainees entering the automotive service industries at pre-employment level. Those completing the unit will acquire a knowledge of the operation of a diesel fuel system, be able to bleed the system of air and change the injectors and fuel filters. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 240 **Level 2** **Credit 4**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Establish the operation of a petrol fuel system and adjust a carburettor

This unit is for trainees entering the automotive service industries at pre-employment level. Those completing the unit will acquire the knowledge of carburetted and petrol injected fuel systems, and be able to carry out carburettor adjustments. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 933 **Level 3** **Credit 2**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Diagnose and rectify exhaust system faults

This unit is for trainees in the automotive services industries. Those completing the unit will be able to diagnose and rectify faults in exhaust systems fitted to vehicles and machines.

Advisory Group : Motor Industry

Unit Standard 917 **Level 3** **Credit 3**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Remove and replace a diesel injection pump

This unit is for trainees in the automotive service industries. Those completing the unit will be able to remove and replace a diesel fuel injection pump.

Advisory Group : Motor Industry

Unit Standard 930 **Level 3** **Credit 3**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Service a turbocharger system on a vehicle

This unit is for trainees in the automotive services industries. Those completing the unit will be able to carry out the checks and tests necessary when servicing a turbocharger system.

Advisory Group : Motor Industry

Unit Standard 894 **Level 4** **Credit 4**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Diagnose and rectify faults in a carburetted petrol fuel system on an engine

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and rectify faults in carburetted petrol fuel systems fitted to cars and light commercial vehicles.

Advisory Group : Motor Industry

Unit Standard 903 **Level 4** **Credit 6**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Diagnose and rectify faults in a diesel fuel system

This unit is for trainees in the automotive service industries. Those completing the unit will be able to perform the appropriate tasks to diagnose and rectify faults in diesel systems.

Advisory Group : Motor Industry

Unit Standard 962 **Level 4** **Credit 4**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Diagnose and rectify faults in a motorcycle fuel system

This unit is for trainees in the motorcycle service industry. Those completing the unit will be able to diagnose and rectify faults in carburetted petrol fuel systems fitted to motorcycles.

Advisory Group : Motor Industry

Unit Standard 952 **Level 4** **Credit 4**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Diagnose and rectify faults in a vehicle compressed natural gas (CNG) fuel system

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and rectify faults in compressed natural gas (CNG) fuel systems fitted to vehicles.

Advisory Group : Motor Industry

Unit Standard 951 **Level 4** **Credit 4**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Diagnose and rectify faults in a vehicle liquefied petroleum gas (LPG) fuel system

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and rectify faults in liquefied petroleum gas (LPG) fuel systems fitted to vehicles.

Advisory Group : Motor Industry

Unit Standard 892 **Level 4** **Credit 4**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Diagnose and rectify faults in an electronic fuel injection system on an engine

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and rectify faults in stand-alone EFI (electronic fuel injection) systems including those with or without self-test code facilities.

Advisory Group : Motor Industry

Unit Standard 982 **Level 4** **Credit 2**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Inspect motor vehicles for alternative fuels inspection certificate requirements

This unit is for trainees employed by Ministry of Transport authorised agencies who are required to inspect liquefied petroleum gas (LPG)/compressed natural gas (CNG) fuelled vehicles for the purpose of issuing inspection certificates.

Advisory Group : Motor Industry

Unit Standard 954 **Level 4** **Credit 3**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Install a compressed natural gas (CNG) fuel system to a vehicle

This unit is for trainees in the automotive service industries. Those completing the unit will be able to install a compressed natural gas (CNG) fuel system to a vehicle to NZS 5422 Standards. This unit leads to "Authorised Person" status under the Traffic Regulations 1976.

Advisory Group : Motor Industry

Unit Standard 953 **Level 4** **Credit 3**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Install a liquefied petroleum gas (LPG) fuel system to a vehicle

This unit is for trainees in the automotive service industries. Those completing the unit will be able to install a liquefied petroleum gas (LPG) fuel system to a vehicle to NZS 5422 Standards. This unit leads to "Authorised Person" status under the Traffic Regulations 1976.

Advisory Group : Motor Industry

Unit Standard 989 **Level 5** **Credit 4**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Retrofit a turbocharger to a diesel engine

This unit is for trainees in the automotive service industries. Those completing the unit will be able to assess the viability of turbocharging a diesel engine and to select and install a suitable kit.

Advisory Group : Motor Industry

Unit Standard 969 **Level 5** **Credit 4**

AUTOMOTIVE FUEL SYSTEMS AND EXHAUST: Retrofit a turbocharger to a petrol engine

This unit is for trainees in the automotive service industries. Those completing the unit will be able to assess the viability of turbocharging a petrol engine and to select and install a suitable kit.

Advisory Group : Motor Industry

Unit Standard 931 **Level 4** **Credit 6**

AUTOMOTIVE HYDRAULICS: Identify the application of hydraulics for automotive use

This theory based unit is for trainees in the automotive engineering and boating service industries. Those completing the unit will be able to apply hydraulic principles to find faults, interpret circuit diagrams and gain an appreciation of the range and use of hydraulics in automotive and boating equipment.

Advisory Group : Motor Industry

Unit Standard 990 **Level 4** **Credit 3**

AUTOMOTIVE PNEUMATICS: Repair an air starting system

This unit is for trainees in the automotive repair industries. Those completing the unit will be able to test and repair air operated engine starting systems.

Advisory Group : Motor Industry

Unit Standard 229 **Level 1** **Credit 3**

AUTOMOTIVE PREVENTATIVE MAINTENANCE: Identify the functions and general locations of motor vehicle systems and components

This is a unit for trainees entering into most automotive service occupations or for anyone who requires a general guide to the mechanics of the motor vehicle. Those completing the unit will be able to locate components on motor vehicles and understand how the systems function. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 237 **Level 2** **Credit 4**

AUTOMOTIVE PREVENTATIVE MAINTENANCE: Identify types of brake, steering and suspension systems, and their operation

This is a theory based unit for trainees entering the automotive service industries at pre-employment level. Those completing the unit will acquire a knowledge of the operation of brake, steering and suspension systems used in automotive applications. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 247 **Level 2** **Credit 2**

AUTOMOTIVE PREVENTATIVE MAINTENANCE: Prepare a vehicle or machine for use and shut-down after use

This unit is for trainees who are required to use vehicles or automotive machines as part of their job. Those completing the unit will be able to carry out start-up and shut-down procedures and minor routine maintenance. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 245 **Level 2** **Credit 2**

AUTOMOTIVE PREVENTATIVE MAINTENANCE: Select and apply lubricants and sealants

This unit is for trainees entering the automotive service industries at pre-employment level. Those completing the unit will be able to select suitable lubricants and sealants and apply them to a vehicle, machine or component. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 944 **Level 3** **Credit 2**

AUTOMOTIVE PREVENTATIVE MAINTENANCE: Carry out a pre-delivery inspection on a motorcycle

This unit is for trainees in the motorcycle service industry. Those completing the unit will be able to inspect a motorcycle and make any necessary adjustments or rectifications to render the motorcycle suitable for delivery to a customer.

Advisory Group : Motor Industry

Unit Standard 942 **Level 3** **Credit 2**

AUTOMOTIVE PREVENTATIVE MAINTENANCE: Carry out a pre-delivery inspection on cars and light commercial vehicles

This unit is for trainees in the automotive service industries. Those completing the unit will be able to inspect a vehicle prior to delivery, identify and rectify deficiencies, and identify any required warranty work.

Advisory Group : Motor Industry

Unit Standard 381 **Level 3** **Credit 3**

AUTOMOTIVE PREVENTATIVE MAINTENANCE: Store a vehicle

This unit is suitable for trainees employed in automotive service industries, Motor Vehicle Sales and Power Boat Servicing. Those completing the unit will be able to store a vehicle, machine, item of equipment or boat, short term or long term.

Advisory Group : Motor Industry

Unit Standard 955 **Level 4** **Credit 4**

AUTOMOTIVE PREVENTATIVE MAINTENANCE: Inspect motor vehicles and trailers for Warrant of Fitness requirements

This unit is for trainees employed in automotive engineering workshops and inspection centres who wish to obtain Ministry of Transport approval as inspection staff. Those completing the unit will be able to interpret relevant sections of the Traffic Regulations and inspect vehicles and trailers for the purpose of issuing Warrants of Fitness.

Advisory Group : Motor Industry

Unit Standard 956 **Level 4** **Credit 2**

AUTOMOTIVE PREVENTATIVE MAINTENANCE: Inspect motorcycles for Warrant of Fitness requirements

This unit is for trainees employed in motorcycle engineering workshops and inspection centres who wish to obtain Ministry of Transport approval as inspection staff. Those completing the unit will be able to interpret relevant sections of the Traffic Regulations and inspect motorcycles for the purpose of issuing Warrants of Fitness.

Advisory Group : Motor Industry

Unit Standard 977 **Level 5** **Credit 4**

AUTOMOTIVE PREVENTATIVE MAINTENANCE: Analyse automotive component corrosion prevention requirements

This theory based unit is for trainees in the automotive service industries. Those completing the unit will be able to identify the causes and effects of corrosion on automotive components and suggest remedies.

Advisory Group : Motor Industry

Unit Standard 964 **Level 5** **Credit 2**

AUTOMOTIVE PREVENTATIVE MAINTENANCE: Schedule preventative maintenance programmes

This unit is for trainees in the automotive service industries. Those completing the unit will be able to interpret and implement preventative maintenance programmes to enable correct service schedule tasks to be undertaken.

Advisory Group : Motor Industry

Unit Standard 400 **Level 2** **Credit 2**

AUTOMOTIVE SALES: Dispense CNG fuel

This unit is for trainees employed in Service Stations who will be required to carry out the dispensing of CNG as part of their forecourt duties.

Advisory Group : Motor Industry

Unit Standard 401 **Level 2** **Credit 2**

AUTOMOTIVE SALES: Dispense LPG fuel

This unit is for trainees employed in Service Stations who will be required to carry out the dispensing of LPG as part of their forecourt duties.

Advisory Group : Motor Industry

Unit Standard 384 **Level 2** **Credit 3**

AUTOMOTIVE SALES: Display and sell automotive parts and service station goods

This unit is for trainees entering those sectors of the automotive service industry that require limited expertise in parts merchandising. Those completing the unit will gain the skills necessary to display and sell goods.

Advisory Group : Motor Industry

Unit Standard 380 **Level 3** **Credit 4**

AUTOMOTIVE SALES: Carry out an appraisal of a vehicle

This unit is suitable for those people employed in the automotive service and sales areas. Those completing the unit will be able to carry out a full appraisal under supervision.

Advisory Group : Motor Industry

Unit Standard 393 **Level 3** **Credit 6**

AUTOMOTIVE SALES: Carry out service station forecourt duties

This unit is for trainees, employed in the motor industry, who will be required to take responsibility for the operation of a service station forecourt. Those completing the unit will gain the skills necessary to carry out forecourt duties, and to deal with emergencies.

Advisory Group : Motor Industry

Unit Standard 383 **Level 3** **Credit 4**

AUTOMOTIVE SALES: Interpret automotive parts merchandising requirements

This is a theory based unit suitable for trainees entering those sectors of the automotive service industry that require some expertise in parts merchandising. Those completing the unit will gain knowledge of purchasing, display, storage, inventory control and retail selling.

Advisory Group : Motor Industry

Unit Standard 385 **Level 3** **Credit 4**

AUTOMOTIVE SALES: Sell automotive products

This unit is for trainees employed in automotive sales areas. Those completing the unit will be able to sell automotive and related products in a competitive market place.

Advisory Group : Motor Industry

Unit Standard 394 **Level 4** **Credit 4**

AUTOMOTIVE SALES: Carry out a motor vehicle sales presentation

This unit is for trainees who are employed in the motor vehicle sales area. Those completing the unit will be able to carry out a planned demonstration on a motor vehicle, respond to customer enquiries and identify buying signals.

Advisory Group : Motor Industry

Unit Standard 395 **Level 4** **Credit 4**

AUTOMOTIVE SALES: Carry out prospecting for automotive business

This unit is for those people employed in automotive service and sales areas. Those completing the unit are expected to be able to carry out a prospecting campaign to achieve sales targets.

Advisory Group : Motor Industry

Unit Standard 397 **Level 4** **Credit 4**

AUTOMOTIVE SALES: Interpret legislation relevant to motor vehicle sales

This unit is for trainees who are employed in the motor vehicle sales area. Those completing the unit will be able to understand and apply legislation relevant to motor vehicle sales.

Advisory Group : Motor Industry

Unit Standard 983 **Level 4** **Credit 6**

AUTOMOTIVE SALES: Plan and implement an automotive product sales project

This unit is suitable for those people employed in automotive parts and accessories merchandising areas of the motor industry. Those completing the unit will be able to plan the procedures necessary to compile a sales project for reference in the work place and use such a project in the merchandising of goods.

Advisory Group : Motor Industry

Unit Standard 390 **Level 4** **Credit 4**

AUTOMOTIVE SALES: Promote automotive products

This unit is for trainees employed in automotive sales and service areas. Those completing the unit will be able to plan and carry out a product promotion and analyse the results.

Advisory Group : Motor Industry

Unit Standard 388 **Level 5** **Credit 6**

AUTOMOTIVE SALES: Identify the market for automotive products and purchase the stock

This unit is for trainees who are employed in automotive sales areas. Those completing the unit will be able to identify the market niche, advertise goods, negotiate with suppliers and purchase stock.

Advisory Group : Motor Industry

Unit Standard 396 **Level 5** **Credit 5**

AUTOMOTIVE SALES: Offer alternative financing arrangements for a vehicle, machine or components

This unit is for those people employed in automotive sales areas. Those completing the unit will be able to complete the financial arrangements for a customer.

Advisory Group : Motor Industry

Unit Standard 987 **Level 6** **Credit 6**

AUTOMOTIVE SALES: Carry out a sales programme for an automotive product or service

This unit is for trainees employed in automotive sales and service areas. Those completing the unit will be able to market a product and a service to establish the company market share to meet expected sales targets.

Advisory Group : Motor Industry

Unit Standard 239 **Level 2** **Credit 2**

AUTOMOTIVE TRANSMISSION SYSTEMS: Identify types of manual transmission and adjust a clutch

This unit is for trainees entering the automotive service industries at pre-employment level. Those completing the unit will acquire knowledge of the operation of manual transmission systems used in automotive applications, and be able to carry out clutch adjustments. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 927 **Level 3** **Credit 5**

AUTOMOTIVE TRANSMISSION SYSTEMS: Diagnose and rectify faults in a motorcycle transmission

This unit is for trainees in the motorcycle service industry. Those completing the unit will be able to diagnose clutch and transmission faults, and overhaul a motorcycle transmission.

Advisory Group : Motor Industry

Unit Standard 939 **Level 3** **Credit 4**

AUTOMOTIVE TRANSMISSION SYSTEMS: Diagnose and rectify motorcycle final drive faults

This unit is for trainees in the motorcycle service industry. Those completing the unit will be able to diagnose and rectify faults in motorcycle final drives of the chain, shaft and belt drive types.

Advisory Group : Motor Industry

Unit Standard 920 **Level 3** **Credit 3**

AUTOMOTIVE TRANSMISSION SYSTEMS: Identify the operation of a manual transmission used on cars and light commercial vehicles

This theory based unit is for trainees in the automotive service industries. Those completing the unit will acquire a knowledge of manual transmissions used in cars and light commercial vehicles.

Advisory Group : Motor Industry

Unit Standard 919 **Level 3** **Credit 4**

AUTOMOTIVE TRANSMISSION SYSTEMS: Identify the operation of an automatic transmission used on cars and light commercial vehicles

This theory based unit is for trainees in the automotive service industries. Those completing the unit will acquire a knowledge of hydraulically controlled automatic transmissions used in cars and light commercial vehicles.

Advisory Group : Motor Industry

Unit Standard 918 **Level 3** **Credit 2**

AUTOMOTIVE TRANSMISSION SYSTEMS: Identify the operation of final drive assemblies on cars and light commercial vehicles

This theory based unit is for trainees in the automotive service industries. Those completing the unit will acquire a knowledge of final drive units used in cars and light commercial vehicles.

Advisory Group : Motor Industry

Unit Standard 921 **Level 3** **Credit 4**

AUTOMOTIVE TRANSMISSION SYSTEMS: Rectify driveline faults on cars and light commercial vehicles

This unit is for trainees in the automotive service industries. Those completing the unit will be able to rectify faults in driveline components fitted to 2 Wheel Drive (2WD) and 4 Wheel Drive (4WD) cars and light commercial vehicles.

Advisory Group : Motor Industry

Unit Standard 926 **Level 3** **Credit 3**

AUTOMOTIVE TRANSMISSION SYSTEMS: Rectify faults in a motorcycle clutch

This unit is for trainees in the motorcycle service industry. Those completing the unit will be able to rectify faults in motorcycle clutches.

Advisory Group : Motor Industry

Unit Standard 922 **Level 3** **Credit 2**

AUTOMOTIVE TRANSMISSION SYSTEMS: Rectify faults in clutches used on cars and light commercial vehicles

This unit is for trainees in the automotive service industries. Those completing the unit will be able to rectify faults in clutches fitted to cars and light commercial vehicles.

Advisory Group : Motor Industry

Unit Standard 958 **Level 4** **Credit 6**

AUTOMOTIVE TRANSMISSION SYSTEMS: Diagnose and rectify faults in automatic transmissions on cars and light commercial vehicles

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and rectify faults in automatic transmissions fitted to cars and light commercial vehicles.

Advisory Group : Motor Industry

Unit Standard 957 **Level 4** **Credit 4**

AUTOMOTIVE TRANSMISSION SYSTEMS: Diagnose and rectify faults in final drive assemblies on cars and light commercial vehicles

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and rectify faults in final drive systems fitted to cars and light commercial vehicles.

Advisory Group : Motor Industry

Unit Standard 959 **Level 4** **Credit 6**

AUTOMOTIVE TRANSMISSION SYSTEMS: Diagnose and rectify faults in manual transmissions on cars and light commercial vehicles

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose clutch and transmission faults, and overhaul manual transmissions, of the in-line and transaxle types, as fitted to cars and light commercial vehicles.

Advisory Group : Motor Industry

Unit Standard 935 **Level 4** **Credit 2**

AUTOMOTIVE TRANSMISSION SYSTEMS: Service an automatic transmission/transaxle assembly

This unit is for trainees in the automotive service industries. Those completing the unit will be able to carry out a service, and to make adjustments to bands, linkages, cables and switches.

Advisory Group : Motor Industry

Unit Standard 227 **Level 2** **Credit 6**

AUTOMOTIVE WORKSHOP ENGINEERING: Carry out general engineering tasks to repair, manufacture or modify automotive components

This unit is for trainees entering the automotive service industry at Pre-Employment level. Those completing the unit will be able to carry out general workshop engineering tasks for the purpose of repairing, manufacturing or modifying automotive components. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 924 **Level 2** **Credit 1**

AUTOMOTIVE WORKSHOP ENGINEERING: Clean automotive components

This unit is for trainees in the automotive services industries. Those completing the unit will be able to use chemical cleaning equipment and machines to clean automotive components.

Advisory Group : Motor Industry

Unit Standard 226 **Level 2** **Credit 2**

AUTOMOTIVE WORKSHOP ENGINEERING: Perform safe working practices in an automotive workshop

This unit is compulsory for trainees involved in any automotive workshop operation. Those completing the unit will be able to carry out workshop practices in a safe manner recognising the importance of safety in all aspects of work. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 230 **Level 2** **Credit 4**

AUTOMOTIVE WORKSHOP ENGINEERING: Repair, manufacture or modify automotive components by fusion gas welding and cutting

This unit is for trainees entering the automotive service industries at pre-employment level. Those completing the unit will be able to set up and use an oxy-acetylene plant safely for welding and cutting mild steel components. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 228 **Level 2** **Credit 4**

AUTOMOTIVE WORKSHOP ENGINEERING: Select and use hand tools and workshop equipment for an automotive application

This unit is for trainees entering the automotive service industry at Pre-Employment level or when initially employed to carry out tasks in any automotive application. Those completing the unit will be able to select and use the appropriate hand tools and workshop equipment for the job. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 941 **Level 3** **Credit 2**

AUTOMOTIVE WORKSHOP ENGINEERING: Maintain and repair a light trailer

This unit is for trainees in the automotive service industries. Those completing the unit will be able to carry out maintenance requirements of a light trailer to Warrant of Fitness standards.

Advisory Group : Motor Industry

Unit Standard 914 **Level 3** **Credit 4**

AUTOMOTIVE WORKSHOP ENGINEERING: Metal-arc gas shield (MIG) weld automotive components

This unit is for trainees in the automotive service industries. Those completing the unit will be able to weld automotive components on and off the vehicle using the metal-arc gas shielded (MIG) welding process.

Advisory Group : Motor Industry

Unit Standard 876 **Level 3** **Credit 3**

AUTOMOTIVE WORKSHOP ENGINEERING: Repair plastic automotive components

This unit is for trainees in the automotive service industries. Those completing the unit will be able to repair plastic components and restore the shape of distorted ones.

Advisory Group : Motor Industry

Unit Standard 913 **Level 3** **Credit 4**

AUTOMOTIVE WORKSHOP ENGINEERING: Use the oxy-acetylene process for welding and allied uses in the motor industry

This unit is for trainees in the motor industry who require skill in oxy-acetylene welding. Those completing the unit will be able to oxy-acetylene weld, bronze weld and braze.

Advisory Group : Motor Industry

Unit Standard 950 **Level 4** **Credit 4**

AUTOMOTIVE WORKSHOP ENGINEERING: Manual metal arc weld components on vehicles, machines and equipment

This unit is for trainees in the motor industry who require an introduction in manual metal arc welding. Those completing the unit will be able to weld automotive components on and off the vehicle/machine/equipment using the metal arc welding process in the flat position.

Advisory Group : Motor Industry

Unit Standard 940 **Level 2** **Credit 2**

ENGINE REPAIRS: Diagnose and rectify small engine governor faults

This unit is for trainees in the automotive service industries. Those completing the unit will be able to test a small engine governor for operation and rectify any faults found.

Advisory Group : Motor Industry

Unit Standard 244 **Level 2** **Credit 8**

ENGINE REPAIRS: Disassemble and assemble an engine

This unit is for trainees entering the automotive service industries at pre-employment level. Those completing the unit will be familiar with the internal construction of two-stroke and four-stroke engines, and with the disassembly and assembly procedures and equipment. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 231 **Level 2** **Credit 4**

ENGINE REPAIRS: Identify the operation of two and four stroke petrol and diesel engines

This is a theory based unit suitable for trainees entering the automotive service industry at pre-employment level or in the automotive sales area. Those completing the unit will be able to understand how petrol and diesel engines work and how they are rated in capacity and performance. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 949 **Level 2** **Credit 3**

ENGINE REPAIRS: Identify types of lawnmower, their application and mechanical operation

This theory based unit is for trainees entering the small engine servicing trade or for those employed in workshops where as part of their duties they are required to service lawnmowers. Those completing the unit will be able to understand the differences between types of lawnmower and their operation.

Advisory Group : Motor Industry

Unit Standard 932 **Level 2** **Credit 1**

ENGINE REPAIRS: Inspect engine flywheel and fit starter ring gear

This unit is for trainees in the automotive service industries. Those completing the unit will be able to inspect an engine flywheel for condition, clean surface finish and fit a starter ring gear.

Advisory Group : Motor Industry

Unit Standard 943 **Level 2** **Credit 2**

ENGINE REPAIRS: Remove and install a car or light commercial vehicle engine

This unit is for trainees in the automotive service industries. Those completing the unit will be able to remove an engine and transmission assembly from a car or light commercial vehicle, and install a replacement assembly.

Advisory Group : Motor Industry

Unit Standard 928 **Level 2** **Credit 2**

ENGINE REPAIRS: Repair a manual engine starting system

This unit is for trainees in the automotive services industries who are required to repair small engines. Those completing the unit will be able to check and repair various types of manual starting systems.

Advisory Group : Motor Industry

Unit Standard 236 **Level 2** **Credit 2**

ENGINE REPAIRS: Service automotive cooling systems

This unit is for trainees entering the automotive service industries at pre-employment level. Those completing the unit will be able to service basic direct and indirect cooling systems. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 923 **Level 3** **Credit 4**

ENGINE REPAIRS: Carry out general repairs to a cylinder head

This unit is for trainees in the automotive service industries. Those completing the unit will be able to carry out cylinder head repairs that do not require machining skills.

Advisory Group : Motor Industry

Unit Standard 925 **Level 3** **Credit 5**

ENGINE REPAIRS: Carry out general repairs to an engine short block

This unit is for trainees in the automotive service industries. Those completing the unit will be able to carry out repairs to an engine short block, that do not require machining skills.

Advisory Group : Motor Industry

Unit Standard 878 **Level 3** **Credit 3**

ENGINE REPAIRS: Repair an engine cooling system

This unit is for trainees in the automotive repair industry. Those completing the unit will be able to test and repair engine cooling systems.

Advisory Group : Motor Industry

Unit Standard 929 **Level 3** **Credit 2**

ENGINE REPAIRS: Test and repair diesel starting aid systems

This unit is for trainees in the automotive service industries. Those completing the unit will be able to repair faults in diesel engine starting aid systems and test the system operation.

Advisory Group : Motor Industry

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Unit Standard 963 **Level 4** **Credit 4**

ENGINE REPAIRS: Carry out machining repairs to a cylinder head

This unit is for trainees in the automotive machining industry. Those completing the unit will have the skills necessary to restore a cylinder head to a serviceable condition.

Advisory Group : Motor Industry

Unit Standard 893 **Level 4** **Credit 3**

ENGINE REPAIRS: Diagnose and rectify vehicle emission control system faults

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and rectify faults in emission control systems fitted to cars and light commercial vehicles.

Advisory Group : Motor Industry

Unit Standard 971 **Level 4** **Credit 2**

ENGINE REPAIRS: Diagnose and repair shut-down systems

This unit is for trainees in the automotive repair industry. Those completing the unit will be able to diagnose faults in shut-down systems and make repairs based on those diagnoses.

Advisory Group : Motor Industry

Unit Standard 967 **Level 4** **Credit 4**

ENGINE REPAIRS: Measure and interpret engine performance

This unit is for trainees in the automotive service industries. Those completing the unit will be able to carry out engine performance testing and analyse the results.

Advisory Group : Motor Industry

Unit Standard 970 **Level 4** **Credit 2**

ENGINE REPAIRS: Repair an induction system on a diesel engine

This unit is for trainees in the automotive repair industry. Those completing the unit will be able to diagnose faults, service and repair diesel engine induction systems.

Advisory Group : Motor Industry

Unit Standard 980 **Level 4** **Credit 2**

ENGINE REPAIRS: Repair engine driven stationary and mobile generators and power units

This unit is for trainees in the automotive repair industry. Those completing the unit will be able to repair faults in diesel engine driven stationary and mobile generators and power units.

Advisory Group : Motor Industry

Unit Standard 886 **Level 4** **Credit 4**

ENGINE REPAIRS: Test a four stroke petrol engine to determine its condition

This unit is for trainees in the automotive service industries. Those completing the unit will be able to perform appropriate tests to diagnose the condition of a four stroke petrol engine.

Advisory Group : Motor Industry

Unit Standard 908 **Level 4** **Credit 4**

ENGINE REPAIRS: Test a two stroke and a four stroke diesel engine to determine its condition

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose the condition of a two stroke and a four stroke diesel engine.

Advisory Group : Motor Industry

Unit Standard 879 **Level 4** **Credit 4**

ENGINE REPAIRS: Test a two stroke petrol engine to determine its condition

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose the condition of a two stroke petrol engine.

Advisory Group : Motor Industry

Unit Standard 885 **Level 4** **Credit 4**

ENGINE REPAIRS: Tune a two stroke and a four stroke diesel engine

This unit is for trainees in the automotive service industries. Those completing the unit will be able to make adjustments necessary to tune a diesel engine following a logical procedure and using diagnostic tools and equipment.

Advisory Group : Motor Industry

Unit Standard 965 **Level 5** **Credit 4**

ENGINE REPAIRS: Analyse vehicle/machine cooling system problems and requirements

This unit is for trainees in the automotive repair industry. Those completing the unit will be able to diagnose vehicle/machine cooling system problems and recommend the appropriate remedial action.

Advisory Group : Motor Industry

Unit Standard 243 **Level 2** **Credit 3**

ENGINE TUNING: Carry out basic engine tuning on a petrol engine

This unit is for trainees entering the automotive service industries at pre-employment level. Those completing the unit will be able to perform basic engine tuning tasks on a petrol engine. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 238 **Level 2** **Credit 2**

TYRES: Remove and replace wheels and tyres, and balance wheels

This unit is for trainees entering the automotive service industries at pre-employment level. Those completing the unit will acquire the skills necessary to check wheel bearings, remove and refit wheels and tyres and determine their serviceability, and to balance wheels. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 916 **Level 3** **Credit 3**

TYRES: Repair punctures and fit tyres to wheels

This unit is for trainees employed in automotive engineering workshops and tyre fitting bays. Those completing the unit will be able to repair leaks in tyres and tubes and use tyre machines.

Advisory Group : Motor Industry

Unit Standard 399 **Level 2** **Credit 4**

VEHICLE BODYWORK: Detail and groom a vehicle

This unit is for trainees involved in vehicle service or sales areas. Those completing the unit will be able to detail and groom the interior and exterior of a vehicle.

Advisory Group : Motor Industry

Unit Standard 947 **Level 3** **Credit 8**

VEHICLE BODYWORK: Identify vehicle bodywork construction methods

This theory based unit is suitable for trainees entering the automotive trades and assembly areas. Those completing the unit will be able to identify different car and light commercial body construction methods and materials and how panel sections and fittings are assembled.

Advisory Group : Motor Industry

Unit Standard 911 **Level 3** **Credit 2**

VEHICLE BODYWORK: Install a sunroof to a vehicle

This unit is for trainees in the automotive repair and glass industries. Those completing the unit will be able to install a sunroof.

Advisory Group : Motor Industry

Unit Standard 882 **Level 3** **Credit 3**

VEHICLE BODYWORK: Rectify faults associated with vehicle body exterior trim components

This unit is for trainees in the automotive service industries. Those completing the unit will be able to correct door, bonnet, and boot-lid alignment, and rectify body leaks and noises.

Advisory Group : Motor Industry

Unit Standard 880 **Level 3** **Credit 3**

VEHICLE BODYWORK: Remove and fit a windscreen and bonded glass to a vehicle

This unit is for trainees in the automotive repair and glass industry. Those completing the unit will be able to remove and fit vehicle windscreens and all bonded glass.

Advisory Group : Motor Industry

Unit Standard 912 **Level 3** **Credit 3**

VEHICLE BODYWORK: Remove, repair and replace vehicle body interior components

This unit is for trainees in the automotive service industries. Those completing the unit will be able to remove and replace door glass and window regulators, seats and seat belts and interior trim panels.

Advisory Group : Motor Industry

Unit Standard 945 **Level 3** **Credit 4**

VEHICLE BODYWORK: Replace door and window glass on vehicles

This unit is for trainees in the automotive and glass repair industry. Those completing the unit will be able to remove and replace rear windows and fixed glass, door glass, quarter windows and sliding glass on vehicles.

Advisory Group : Motor Industry

Unit Standard 242 **Level 2** **Credit 2**

VEHICLE BRAKING SYSTEMS: Change the fluid and bleed a brake and clutch hydraulic system

This unit is for trainees entering the automotive service industries at pre-employment level. Those completing the unit will be able to use the correct procedure to replace the fluid, and remove all air from a hydraulic brake or clutch system. This unit is part of a Level 2 National Certificate for entry to automotive trades.

Advisory Group : Motor Industry

Unit Standard 948 **Level 3** **Credit 2**

VEHICLE BRAKING SYSTEMS: Machine brake discs and drums

This unit is for trainees in automotive workshops who are involved with servicing braking systems. Those completing the unit will be able to machine brake discs and drums using a brake lathe.

Advisory Group : Motor Industry

Unit Standard 936 **Level 3** **Credit 1**

VEHICLE BRAKING SYSTEMS: Make up brake pipes for a particular application

This unit is for trainees employed in automotive service industries. Those completing the unit will be able to make up brake pipes to given shape, size and specifications for a particular braking application.

Advisory Group : Motor Industry

Unit Standard 938 **Level 3** **Credit 4**

VEHICLE BRAKING SYSTEMS: Overhaul braking system hydraulic componentry

This unit is for trainees involved in repairing vehicle braking systems. Those completing the unit will be able to overhaul hydraulic components off the vehicle.

Advisory Group : Motor Industry

Unit Standard 937 **Level 3** **Credit 2**

VEHICLE BRAKING SYSTEMS: Reline brake shoes

This unit is for trainees in the automotive service industries. Those completing the unit will be able to use brake relining equipment to rivet linings to brake shoes and also gain knowledge of the applications for different lining grades.

Advisory Group : Motor Industry

Unit Standard 973 **Level 4** **Credit 3**

VEHICLE BRAKING SYSTEMS: Diagnose and rectify brake system faults on a motorcycle

This unit is for trainees in the motorcycle service industry. Those completing the unit will be able to diagnose and rectify faults in braking systems fitted to motorcycles.

Advisory Group : Motor Industry

Unit Standard 960 **Level 4** **Credit 4**

VEHICLE BRAKING SYSTEMS: Diagnose and rectify brake system faults on cars and light commercial vehicles

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and rectify faults in hydraulic and vacuum assisted braking systems as fitted to cars and light commercial vehicles.

Advisory Group : Motor Industry

Unit Standard 974 **Level 5** **Credit 3**

VEHICLE BRAKING SYSTEMS: Diagnose and rectify faults in a car anti-lock braking system (ABS)

This unit is for trainees in the automotive service industries. Those completing the unit will be able to describe the function of ABS and to diagnose and rectify faults in the system.

Advisory Group : Motor Industry

Unit Standard 883 **Level 3** **Credit 2**

VEHICLE STEERING AND SUSPENSION: Check and adjust vehicle front and rear wheel alignment

This unit is for trainees in the automotive service industries. Those completing the unit will be able to determine the accuracy of front and rear wheel alignment, and to correct any inaccuracies.

Advisory Group : Motor Industry

Unit Standard 884 **Level 3** **Credit 4**

VEHICLE STEERING AND SUSPENSION: Overhaul vehicle steering boxes and rack assemblies

This unit is for trainees in the automotive service industries. Those completing the unit will be able to overhaul manual and power steering boxes and rack assemblies, and power steering pumps.

Advisory Group : Motor Industry

Unit Standard 896 **Level 4** **Credit 4**

VEHICLE STEERING AND SUSPENSION: Diagnose and rectify steering and suspension system faults on cars and light commercial vehicles

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and rectify faults in manual steering systems, and in suspension systems fitted to cars and light commercial vehicles.

Advisory Group : Motor Industry

Unit Standard 901 **Level 4** **Credit 2**

VEHICLE STEERING AND SUSPENSION: Diagnose and rectify vehicle power-assisted steering system faults

This unit is for trainees in the automotive service industries. Those completing the unit will be able to diagnose and rectify faults in power-assisted steering systems.

Advisory Group : Motor Industry

Unit Standard 972 **Level 4** **Credit 5**

VEHICLE STEERING AND SUSPENSION: Repair track gear systems

This unit is for trainees in the automotive repair industry. Those completing the unit will be able to diagnose and repair faults in track gear systems.

Advisory Group : Motor Industry

Roading Technology

Unit Standard 1510 * # Level 3** **Credit 3**

ASPHALT ROADING: Demonstrate knowledge of practical aspects of asphalt mix design

To enable students to have a practical understanding of asphalt mix design processes. Students credited with this unit will be able to recognise asphalt mix design techniques and undergo further education and training in asphalt mix design.

Advisory Group : Roading Construction and Design

Unit Standard 1511 * # Level 3** **Credit 4**

ASPHALT ROADING: Perform pre-construction checks and repairs prior to asphalt paving operations

Firstly to enable students to check if specified designs and work requirements remain valid in respect to actual conditions encountered on site immediately prior to asphalt paving construction. Secondly, to enable students to supervise the preparation of surfaces before asphalt paving is undertaken. Students credited with this unit will be able to apply their knowledge and skills to ensure trouble free asphalt paving construction to industry standards.

Advisory Group : Roading Construction and Design

Unit Standard 1502 * # Level 4** **Credit 3**

ASPHALT ROADING: Act as supervisor for a construction contractor on road surfacing work

To enable students to perform all site related contract communication duties required of a construction contractor's supervisor on chipsealing and asphalt paving contracts. Students credited with this unit will be able to apply their knowledge and skill to liaise and communicate on the contractors' behalf with other parties given status under road surfacing contracts.

Advisory Group : Roading Construction and Design

Unit Standard 1509 * # Level 4** **Credit 3**

ASPHALT ROADING: Demonstrate knowledge of materials used in asphalt paving construction

To enable students undertaking construction of asphalt paving to have an understanding of bitumen and aggregate materials used in asphaltic mixes. Students who are credited with this unit will be able to recognise the importance of materials selection and be able to apply their knowledge and skill during construction to produce high quality paved surfaces.

Advisory Group : Roading Construction and Design

Unit Standard 1500 * # Level 4** **Credit 5**

ASPHALT ROADING: Operate asphalt production plant

To enable students to perform all duties and functions associated with the mixing and production of asphalt from permanently sited and portable plant. Students credited with this unit will be able to apply their knowledge and skill for any given grade of mix to ensure competent and safe production of asphalt to industry specifications.

Advisory Group : Roading Construction and Design

Unit Standard 1508 * # Level 4** **Credit 5**

ASPHALT ROADING: Plan and organise site activities for asphalt paving construction

To enable students to undertake all duties and functions associated with both off-site and on-site activity planning, organising and monitoring for asphalt paving construction. Students credited with this unit will be able to apply their knowledge and skills to comply with specified work requirements in a productive manner.

Advisory Group : Roading Construction and Design

Unit Standard 1512 * # Level 4** **Credit 9**

ASPHALT ROADING: Supervise asphalt paving for construction contractor

To enable students to fulfil all duties associated with the direct supervision of physical works involved in asphalt paving construction. Students credited with this unit will be able to apply their knowledge and skills to meet industry standard requirements and/or undergo further education and training in this field.

Advisory Group : Roading Construction and Design

Unit Standard 1495 * # Level 2** **Credit 2**

BITUMEN ROADING: Demonstrate knowledge of the dangers of bitumen handling and the need for safety

To enable students to have an understanding of the dangers and safety precautions needed to be followed to ensure the safe handling of bituminous materials. Students who are credited with this unit will be able to recognise dangerous work practices and be able to undertake advanced training in respect to the safe operation of Bitumen Plant and Equipment such as storage and blending facilities and the transportation and spraying of bituminous materials. This unit is a prerequisite for all other units in the Asphalt Roading and Bitumen Roading Domains.

Advisory Group : Roading Construction and Design

Unit Standard 1496 * # Level 3** **Credit 2**

BITUMEN ROADING: Demonstrate knowledge of bitumen materials, their modification and handling on chip sealing works

To enable students to have an overview knowledge of the types of bituminous materials, and their modifying and handling during chip sealing operations. Students credited with this unit will be able to understand the processes involved in supplying and handling bitumen products.

Advisory Group : Roading Construction and Design

Unit Standard 1504 * # Level 3** **Credit 3**

BITUMEN ROADING: Demonstrate knowledge of materials used in chip sealing construction

Students credited with this unit will be able to recognise the importance of bitumen and chip selection and be able to apply their knowledge and skill during construction to produce high quality surface treatments.

Advisory Group : Roading Construction and Design

Unit Standard 1505 * # Level 3** **Credit 3**

BITUMEN ROADING: Demonstrate knowledge of practical aspects of chip seal design processes

To enable students to have a practical knowledge of the processes involved in the design of chip seals. Students credited with this unit will have an understanding of the types of seal coats and basic design processes. They will also be prepared to undergo further education and training in chip seal design e.g Unit 1499, Design chip seal surfacings.

Advisory Group : Roading Construction and Design

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Unit Standard 1497 * # Level 3** **Credit 4**

BITUMEN ROADING: Operate sprayer plant and equipment used to apply bitumen on road surfaces

To enable students to perform all duties and functions associated with the operation and maintenance of plant and equipment found on bitumen sprayers. Students credited with this unit will be able to apply their knowledge and skills to ensure trouble - free bitumen application upon road surfaces that will safely comply with quality work requirements.

Advisory Group : Roading Construction and Design

Unit Standard 1506 * # Level 3** **Credit 4**

BITUMEN ROADING: Perform pre-construction checks and supervise repairs prior to chip seal operations

Firstly, to enable students to check if specified designs and work requirements remain valid in respect to actual conditions encountered on site immediately prior to chip sealing construction. Secondly, to enable students to supervise the preparation of surfaces before chip seal construction. Students who are credited with this unit will be able to apply their knowledge and skills to ensure trouble-free chip sealing construction to industry standards.

Advisory Group : Roading Construction and Design

Unit Standard 1498 * # Level 3** **Credit 5**

BITUMEN ROADING: Spray bitumen on road surfaces

To enable students to perform all functions associated with spraying and applying bitumen on road surfaces, including sampling of bitumen, field measurements and record keeping. Students who are credited with this unit will be able to apply their knowledge and skills in this field to comply with specified work requirements in a productive and safe manner.

Advisory Group : Roading Construction and Design

Unit Standard 1501 * # Level 4** **Credit 5**

BITUMEN ROADING: Operate bitumen supply and support facilities and equipment

To enable students to perform all duties associated with the operation of stationary and mobile bitumen facilities and equipment. Students credited with this unitwill be able to apply their knowledge and skills to store, heat, blend and transport bitumen to industry standards.

Advisory Group : Roading Construction and Design

Unit Standard 1503 * # Level 4** **Credit 5**

BITUMEN ROADING: Plan and organise site activities for chip seal construction

To enable students to fulfil all duties and functions associated with both off-site and on-site activity planning and organisation for chip sealing construction. Students who are credited with this unit will be able to apply their knowledge and skills to comply with specified work requirements in a productive manner.

Advisory Group : Roading Construction and Design

Unit Standard 1507 * # Level 4** **Credit 9**

BITUMEN ROADING: Supervise chip sealing for construction contractor

To enable students to perform all duties associated with the direct supervision of physical works involved in chip seal construction. Students credited with this unit will be able to apply their knowledge and skills to meet industry standard requirements, and/or undergo further education and training in this field.

Advisory Group : Roading Construction and Design

Unit Standard 1499 * # Level 5** **Credit 10**

BITUMEN ROADING: Design chip seal surfacings

To enable students to design 1st and 2nd coat chip seal and reseals and have an awareness of factors that can negate original design requirements during construction. Students who are credited with this unit will be able to apply their knowledge to evaluate existing surfacing conditions and to achieve economic and technically appropriate designs.

Advisory Group : Roading Construction and Design

HEALTH

First Aid

Unit Standard 532 **Level 1** **Credit 2**

FIRST AID: Obtain first aid certificate

This unit enables learners to enrol for and complete an Occupational Safety and Health - approved First Aid Certificate course and obtain the First Aid Certificate.

Those completing this course will learn to assess emergency situations and recognise common medical conditions. They will be able to provide basic treatment for burns, shock, fractures and bleeding, employ the recovery position, perform C.P.R. and reassure casualties. Where needed, learners will be able to direct casualties to appropriate care and activate emergency ambulance services. They will gain increased awareness of health promotion, safety and prevention of accidents.

Advisory Group : Core Generic Skills

Health Administration

Unit Standard 126 **Level 3** **Credit 5**

MEDICAL ADMINISTRATION: Provide medical administration services

To identify the main providers of medical services and a working knowledge of current medical administration procedures.

This unit is suitable for learners wishing to develop a framework of medical knowledge and skills to operate effectively in medical administration roles.

Those who complete this unit will demonstrate an understanding of medical terminology; identify the main providers of medical services and their functions; identify and complete medical administration procedures.

Advisory Group : Business and Administration (Administration Working Party)

HUMANITIES

Communication Skills

Unit Standard 1281 * # Level 1** **Credit 10**

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES: Begin to communicate in English

This is the first in a series of unit standards for adults learning English as a second language.

At the end of this unit learners will be able to convey personal information, interpret time and currency and greet an individual in English using isolated words, standard phrases and idioms they have learnt.

Advisory Group : Communication Skills

Unit Standard 1285 * # Level 1** **Credit 12**

INTERPERSONAL COMMUNICATIONS: Complete practical transactions

This unit standard is designed for adult second and first language speakers of English who wish to develop their interpersonal skills to carry out personal business transactions.

In this unit standard learners will make inquiries and complete practical transactions. When they have completed this unit standard learners will be able to progress to interpersonal skill unit standards at level 2.

Advisory Group : Communication Skills

Unit Standard 1284 * # Level 1** **Credit 20**

INTERPERSONAL COMMUNICATIONS: Complete practical transactions not requiring negotiation

This unit standard is designed for adult second and first language speakers of English who wish to further develop the skills to obtain goods and services in their own community.

Learners will make inquiries and appointments and complete a practical transaction which does not require negotiation.

Advisory Group : Communication Skills

Unit Standard 1282 * # Level 1** **Credit 16**

INTERPERSONAL COMMUNICATIONS: Complete practical transactions using a small number of learnt language patterns

This is the first of four unit standards designed for adult second and first language speakers of English wishing to develop the skills to obtain goods and services in their own community. This unit standard begins this process.

Learners will use a small number of learnt language patterns to complete an uncomplicated practical transaction face-to-face.

Advisory Group : Communication Skills

Unit Standard 1283 * # Level 1** **Credit 16**

INTERPERSONAL COMMUNICATIONS: Complete practical transactions using learnt language patterns

This unit standard is designed for adult second and first language speakers of English who wish to continue to develop the skills to obtain goods and services in their own community.

Learners will use learnt language patterns to make inquiries and appointments and complete a familiar practical transaction.

Advisory Group : Communication Skills

Unit Standard 1292 * # Level 1** **Credit 12**

INTERPERSONAL COMMUNICATIONS: Participate in conversations

This unit is designed for adult second and first language speakers of English who wish to develop their interpersonal skills for use at work and elsewhere.

Learners will develop the skills to participate in conversation spontaneously face-to-face and on the telephone with known people and with individuals who are unknown in predictable everyday situations. Then learners have completed this unit standard they will be able to progress to interpersonal skill unit standards at level 2.

Advisory Group : Communication Skills

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Unit Standard 1289 * # Level 1** **Credit 16**

INTERPERSONAL COMMUNICATIONS: Participate in conversations using a small number of learnt language patterns

This is the first of four units designed for adult second and first language speakers of English wishing to develop the skills of conversation and social interaction. This unit standard begins this process.

Learners will learn to greet and farewell, introduce themselves and their family and participate in 1-1 conversations using a small number of learnt language patterns.

Advisory Group : Communication Skills

Unit Standard 1290 * # Level 1** **Credit 16**

INTERPERSONAL COMMUNICATIONS: Participate in conversations using learnt language patterns

This unit standard is designed for adult second and first language speakers of English who wish to continue to develop the skills of conversation and social interaction.

Learners will use learnt language patterns to make social arrangements and participate in 1-1 conversations face-to-face with known people.

Advisory Group : Communication Skills

Unit Standard 1291 * # Level 1** **Credit 20**

INTERPERSONAL COMMUNICATIONS: Participate in conversations with known people

This unit is designed for adult second and first language speakers of English who wish to further develop their skills in conversation and social interaction.

Learners will make social arrangements face-to-face and on the telephone and participate in conversation with a small group of known people.

Advisory Group : Communication Skills

Unit Standard 1306 * # Level 1** **Credit 6**

INTERPERSONAL COMMUNICATIONS: Report an incident orally or tell a story to a specified audience in a predictable situation

This unit is intended for those who are involved in reporting incidents orally or in story telling.

When this unit standard is completed learners will be able to present prepared and unprepared accounts of incidents, give a running commentary and read aloud to a specified audience in predictable situations.

Advisory Group : Communication Skills

Unit Standard 1288 * # Level 1** **Credit 12**

INTERPERSONAL COMMUNICATIONS: Talk about self

This unit standard is designed for adult second and first language speakers of English who wish to further develop the skills to talk about themselves.

In this unit standard learners will develop the skills to talk about their past history and their future plans. When they have completed this unit standard learners will be able to progress to interpersonal skill unit standards at level 2.

Advisory Group : Communication Skills

Unit Standard 1286 * # Level 1** **Credit 20**

INTERPERSONAL COMMUNICATIONS: Talk about self using a small number of learnt language patterns

This is the first of three unit standards designed for adult second and first language speakers of English who wish to develop the skills to talk about themselves. This unit standard begins this process.

Learners will develop the skills to identify themselves and express their needs using a small number of learnt English language patterns.

Advisory Group : Communication Skills

Unit Standard 1287 * # Level 1** **Credit 20**

INTERPERSONAL COMMUNICATIONS: Talk about self using learnt language patterns

This unit standard is designed for adult second and first language speakers of English who wish to continue to develop the skills to talk about themselves.

Learners will develop the skills to talk about themselves to others and so begin to create relationships with other English language speakers.

Advisory Group : Communication Skills

Unit Standard 1303 * # Level 2** **Credit 2**

INTERPERSONAL COMMUNICATIONS: Avoid bias in communication

This unit standard applies to verbal, non-verbal and written communication. It is intended for those who wish to refine their interpersonal, written or formal spoken communication and avoid bias against the other gender, races, age groups, persons who are disabled and other groups who are stereotyped in society. It focuses on the purpose and importance of using language which avoids bias when communicating.

Advisory Group : Communication Skills

Unit Standard 1298 * # Level 2** **Credit 4**

INTERPERSONAL COMMUNICATIONS: Be assertive in predictable 1-1 situations

This unit is intended for those who wish to improve their interpersonal communication skills.

When this unit standard is completed learners will be able to identify assertive language use and use assertion techniques to negotiate and interact in predictable 1-1 situations.

Advisory Group : Communication Skills

Unit Standard 1277 * # Level 2** **Credit 3**

INTERPERSONAL COMMUNICATIONS: Communicate information in a specified workplace

This unit is intended for use in training programmes closely related to or in the workplace. The information tasks completed may be specific to a particular workplace.

When this unit standard is completed the learner will be able to give information to clients face-to-face and on the telephone, record, paraphrase and convey workplace information and respond to predictable inquiries.

Advisory Group : Communication Skills

Unit Standard 1304 * # Level 2** **Credit 2**

INTERPERSONAL COMMUNICATIONS: Communicate with people from other cultures

This unit standard is intended for people who wish to communicate effectively with people from a range of cultures. Reasons for communication difficulties will be identified and strategies to overcome them practised.

Advisory Group : Communication Skills

Unit Standard 1295 * # Level 2** **Credit 3**

INTERPERSONAL COMMUNICATIONS: Conduct a predictable 1-1 interview

This unit standard is intended for those who wish to develop the skills to conduct a predictable 1-1 interview face-to-face either in the course of their work or otherwise.

When this unit standard is completed learners will be able to elicit information and opinions in a 1-1 interview face-to-face.

Advisory Group : Communication Skills

Unit Standard 1305 * # Level 2** **Credit 2**

INTERPERSONAL COMMUNICATIONS: Listen actively

This unit is intended for those who wish to develop and extend their listening skills.

Learners will focus on receiving messages accurately from others and establishing rapport.

This unit is a companion unit to other interpersonal communication skill development units.

Advisory Group : Communication Skills

Unit Standard 1293 * # Level 2** **Credit 2**

INTERPERSONAL COMMUNICATIONS: Participate in a predictable 1-1 interview

This is the first in a series of units to develop the skills required for interviewing.

When this unit standard is completed learners will be able to participation a predictable 1-1 interview.

Advisory Group : Communication Skills

Unit Standard 1300 * # Level 2** **Credit 4**

INTERPERSONAL COMMUNICATIONS: Participate in a team or small group

This unit standard is intended for those who wish to develop the communication skills they need to accomplish tasks as a member of a team or small group.

Learners will consciously develop their interpersonal and team communication skills.

Advisory Group : Communication Skills

Unit Standard 1307 * # Level 2** **Credit 4**

INTERPERSONAL COMMUNICATIONS: Present ideas and information orally to a specified audience in a predictable situation

This unit is intended for those who wish to develop their skills in oral presentation.

When this unit standard is completed learners will be able to give an informative talk, read a short text aloud and deliver a prepared social speech to a specified audience in a predictable situation.

Advisory Group : Communication Skills

Unit Standard 1299 * # Level 3** **Credit 6**

INTERPERSONAL COMMUNICATIONS: Be assertive in a range of specified situations

This unit standard is intended for those who wish to refine and extend their interpersonal communication skills.

When this unit standard is completed learners will be able to interact assertively in specified situations in the workplace, within the family and in other social situations. They will be able to interact assertively in 1-1 and small group situations.

Advisory Group : Communication Skills

Unit Standard 1294 * # Level 3** **Credit 2**

INTERPERSONAL COMMUNICATIONS: Be interviewed in a formal situation

This unit standard prepares learners to face a range of formal face-to-face interviews.

When this unit standard is completed learners will be able to prepare for and participate in formal 1-1 interviews and panel interviews face-to face.

Advisory Group : Communication Skills

Unit Standard 1296 * # Level 3** **Credit 3**

INTERPERSONAL COMMUNICATIONS: Conduct a 1-1 interview

This unit standard is intended for those who wish to develop the skills to conduct a range of 1-1 interviews face-to-face and by telephone both in the course of their work and otherwise.

When this unit standard is completed learners will be able to elicit information and opinions in 1-1 interviews face-to-face and by telephone.

Advisory Group : Communication Skills

Unit Standard 1301 * # Level 3** **Credit 3**

INTERPERSONAL COMMUNICATIONS: Participate in a formal meeting

This unit is intended for anyone who needs to participate in formal meetings. Such meetings may include business meetings, work meetings, club meetings.

Advisory Group : Communication Skills

Unit Standard 1310 * # Level 3** **Credit 4**

INTERPERSONAL COMMUNICATIONS: Present a personal case in a predictable forum

This unit standard is intended for people who wish to be able to represent themselves and others in straightforward disputes. This unit is designed to meet the needs of voluntary agencies amongst others.

When this unit standard is completed learners will be able to prepare a personal case, write a claim letter, present a personal case orally and negotiate towards a desired outcome in a predictable forum.

Advisory Group : Communication Skills

Unit Standard 1308 * # Level 3** **Credit 8**

INTERPERSONAL COMMUNICATIONS: Present ideas and information orally to a specified audience in the workplace

This unit is for learners who need to develop oral presentation skills for use in business or workplace settings.

When they have completed this unit learners will be able to give short oral reports, make announcements and deliver information and prepared impromptu social speeches in business or workplace settings.

Advisory Group : Communication Skills

Unit Standard 1297 * # Level 4** **Credit 4**

INTERPERSONAL COMMUNICATIONS: Conduct a formal interview

This unit is intended for anyone who has to conduct interviews in the course of their work.

Learners will plan and conduct a formal interview in a workplace situation.

Advisory Group : Communication Skills

Unit Standard 1313 * # Level 4** **Credit 3**

INTERPERSONAL COMMUNICATIONS: Demonstrate an understanding of the process of interpersonal communication

This unit is intended for learners who wish to develop a knowledge of the theory of interpersonal communication.

Learners will use this knowledge to assess their own interpersonal communication skills

Advisory Group : Communication Skills

Unit Standard 1312 * # Level 4** **Credit 3**

INTERPERSONAL COMMUNICATIONS: Give oral instructions in the workplace

This unit is intended for those who need to develop the skills to give instructions orally in business or workplace settings.

When this unit is completed learners will be able to give clear instructions to individuals and small groups.

Advisory Group : Communication Skills

Unit Standard 1302 * # Level 4** **Credit 2**

INTERPERSONAL COMMUNICATIONS: Lead a formal meeting

This unit standard is intended for those who wish to develop the skills to lead or chair a formal meeting. Such meetings may be used in a range of business and social contexts.

When this unit standard is completed learners will be able to organise and chair a formal meeting.

Advisory Group : Communication Skills

Unit Standard 1311 * # Level 4** **Credit 8**

INTERPERSONAL COMMUNICATIONS: Present and defend an argument orally

This unit standard is intended for those who need to present and defend their point of view orally in the course of their work.

When this unit standard is completed learners will be able to present and defend a persuasive argument.

Advisory Group : Communication Skills

Unit Standard 1309 * # Level 4** **Credit 12**

INTERPERSONAL COMMUNICATIONS: Present ideas and information in formal business settings to a specified audience

This unit is intended for those who need to develop the skills to present information and ideas orally in formal business or workplace settings.

When this unit is completed learners will be able to present and discuss a formal report and deliver formal social speeches.

Advisory Group : Communication Skills

Unit Standard 1272 * # Level 3** **Credit 2**

READING: Read efficiently and gain maximum information in time spent

This unit is intended for learners who are already able to read and interpret a wide range of texts and who wish to increase the speed of their reading, improve their concentration while reading and gain maximum information in the time spent reading.

Learners will develop the skills to select a reading speed and technique according to the text and their requirements.

Advisory Group : Communication Skills

Unit Standard 1273 * # Level 1** **Credit 4**

WRITING: Express own ideas in writing

This unit standard is intended for those who wish to develop their skills in personal and creative writing.

When this unit standard is completed learners will be able to write a creative text of 12-15 sentences.

Advisory Group : Communication Skills

Unit Standard 1276 * # Level 1** **Credit 5**

WRITING: Present ideas and information in writing to a specified audience

This unit standard is intended for people who wish to further develop their writing skills.

When this unit standard is completed the learner will be able to write formal and informal texts for specified audiences and write summaries. Completion of this unit standard leads to writing units at Level 2.

Advisory Group : Communication Skills

Unit Standard 1280 * # Level 2** **Credit 2**

WRITING: Communicate with graphics

This unit standard is intended for those who wish to develop the skills to communicate using graphics. Graphic presentation is a companion skill used when presenting information orally and in writing.

Advisory Group : Communication Skills

Unit Standard 1274 * # Level 2** **Credit 4**

WRITING: Express own ideas in writing to a specified audience

This unit standard is intended for those who wish to further develop their skills in personal and creative writing.

When this unit standard is completed learners will be able to paraphrase, group and connect ideas to make a specific point to a specified audience.

Advisory Group : Communication Skills

Unit Standard 1275 * # Level 3** **Credit 4**

WRITING: Express own ideas in writing to a wide audience

This unit is intended for those who wish to begin to refine their skills in personal and creative writing.

When this unit standard is completed learners will be able to present their ideas precisely to an audience and will have developed a personal writing style.

Advisory Group : Communication Skills

Unit Standard 1278 * # Level 3** **Credit 4**

WRITING: Write a formal report

This unit is intended for people who need to write formal reports in the course of their work or studies. It will generally be completed in association with knowledge-based units.

When this unit standard is completed learners will be able to write a formal report for a specified purpose.

Advisory Group : Communication Skills

Unit Standard 1279 * # Level 3** **Credit 2**

WRITING: Write in plain English

This unit standard is intended for those who wish to or are required to use plain English in their writing.

When this unit standard is completed the learner will write documents which take into account the communication needs of the audience and will use straightforward expression which avoids any ambiguity.

Advisory Group : Communication Skills

LAW AND SECURITY

Justice Administration

Unit Standard 128 **Level 3** **Credit 10**

JUSTICE ADMINISTRATION: Identify the New Zealand legal structure

To identify the main branches of New Zealand law and the structure of the New Zealand legal system.

This unit is suitable for people wishing to develop a framework of legal knowledge and understanding to operate effectively in legal administration roles or progress to further business law units.

Those who complete this unit will examine the nature of law and identify the participants in the New Zealand legal system; identify the legal structure and legal basis of the New Zealand Government; define the process of law making in New Zealand; identify the structure of the New Zealand court system; explain the nature of Legal Personality.

Advisory Group : Business and Administration (Administration Working Party)

Unit Standard 127 **Level 3** **Credit 5**

JUSTICE ADMINISTRATION: Provide legal administration services

To identify the main providers of legal services and a working knowledge of current legal administration procedures.

This unit is suitable learners wishing to develop a framework of legal knowledge and skills to operate effectively in legal administration roles.

Those who complete this unit will demonstrate an understanding of legal terminology; identify the main providers of legal services and specialist areas of law; identify the structure and functions of the District Court and the High Court and prepare court documentation; identify and complete legal administration procedures.

Advisory Group : Business and Administration (Administration Working Party)

MANUFACTURING

Dairy Manufacturing

Unit Standard 307 **Level 1** **Credit 4**

DAIRY: Apply health and safety practices in the workplace in the New Zealand Dairy Industry

This unit introduces the learner to the hazards and legal requirements relating to health and safety in the workplace.

The learner will be able to follow safety procedures in the workplace.

This unit has been developed for new employees.

Advisory Group : Dairy Processing

Unit Standard 308 **Level 2** **Credit 3**

DAIRY: Apply documentation principles in the New Zealand Dairy Industry

This unit will lead to the learner being able to identify the importance the Dairy Industry places on documentation.

The learner will be able to apply the principles of good documentation.

This unit has been developed for new employees.

Advisory Group : Dairy Processing

Unit Standard 313 **Level 2** **Credit 4**

DAIRY: Apply engineering principles in the New Zealand Dairy Industry

This unit of learning will enable the learner to gain an understanding of elementary engineering principles as used within the New Zealand Dairy Industry.

This will also enable the learner to work safely in the workplace avoiding damage to self and/or machinery.

This unit has been developed for new employees.

Advisory Group : Dairy Processing

Unit Standard 312 **Level 2** **Credit 4**

DAIRY: Demonstrate team skills in the New Zealand Dairy Industry

This unit enables the learner to apply the skills of co-operating in work team relationships. The unit develops the communication skills essential for team participation.

This unit is developed for new employees.

Advisory Group : Dairy Processing

Unit Standard 309 **Level 2** **Credit 4**

DAIRY: Handle identified chemicals safely in the New Zealand Dairy Industry

The unit of learning will enable the learner to safely and correctly use chemicals in the Dairy Industry.

This unit has been developed for new employees.

Advisory Group : Dairy Processing

Unit Standard 310 **Level 2** **Credit 4**

DAIRY: Maintain quality standards in the New Zealand Dairy Industry

This unit enables the learner to apply the quality standards required in dairy industry factories and in other on-site facilities.

This unit has been developed for new employees.

Advisory Group : Dairy Processing

Unit Standard 311 **Level 2** **Credit 4**

DAIRY: Minimise resource losses in the New Zealand Dairy Industry

This unit of learning will enable the learner to understand the types/causes of resource losses in the Dairy Industry.

This leads the learner to be able to contribute effectively to a process operation.

This unit has been developed for new employees.

Advisory Group : Dairy Processing

Unit Standard 325 **Level 3** **Credit 8**

DAIRY: Control clean in place (CIP) systems in the New Zealand Dairy Industry

This unit of learning will enable the learner to explain and apply control principles for a clean in place (CIP) system used in the NZ Dairy Industry.

This unit has been developed for manufacturing process staff.

Advisory Group : Dairy Processing

Unit Standard 757 **Level 3** **Credit 4**

DAIRY: Define electrical fundamentals for the New Zealand Dairy Industry

This unit of learning will enable the learner to acquire a knowledge of electrical fundamentals as used within the NZ Dairy Industry.

Advisory Group : Dairy Processing

Unit Standard 306 **Level 3** **Credit 2**

DAIRY: Demonstrate cleaning practices in the New Zealand Dairy Industry

This unit of learning will enable the learner to acquire a knowledge of Dairy Industry cleaning practices.

This unit will lead to the learner being able to identify the correct cleaning practice for a given job.

This unit has been developed for new employees.

Advisory Group : Dairy Processing

Unit Standard 305 **Level 3** **Credit 4**

DAIRY: Demonstrate pathogen control in the New Zealand Dairy Industry

This unit enables the learner to acquire a knowledge of pathogens in the Diary Industry and demonstrate control procedures.

The unit leads to the production of safe products.

This unit has been developed for new employees.

Advisory Group : Dairy Processing

Unit Standard 316 **Level 3** **Credit 4**

DAIRY: Describe dairy microbiological controls in the New Zealand Dairy Industry

This unit of learning will enable the learner to acquire a knowledge of microbiology as it relates to the Dairy process.

This unit will lead to the learner being able to understand the significance of microbiology in the Dairy Industry.

This module has been developed for process manufacturing staff.

Advisory Group : Dairy Processing

Unit Standard 758 **Level 3** **Credit 4**

DAIRY: Describe mechanical fundamentals for the New Zealand Dairy Industry

This unit of learning will enable the learner to acquire a knowledge of mechanical fundamentals as used within the NZ Dairy Industry.

Advisory Group : Dairy Processing

Unit Standard 315 **Level 3** **Credit 4**

DAIRY: Describe milk composition and chemistry in the New Zealand Dairy Industry

This unit of learning will enable the learner to be familiar with the basic components present in milk and the variations which can occur.

This module has been developed for process manufacturing staff.

Advisory Group : Dairy Processing

Unit Standard 314 **Level 3** **Credit 3**

DAIRY: Describe milk production, collection and reception in the New Zealand Dairy Industry

This unit will enable the learner to appreciate the process of milk production and on farm storage. It will also enable the learner to acquire a knowledge of milk collection and reception principles.

This unit has been developed for process manufacturing staff.

Advisory Group : Dairy Processing

Unit Standard 321 **Level 3** **Credit 3**

DAIRY: Describe milk protein products processes in the New Zealand Dairy Industry

This unit of learning will enable the learner to acquire a knowledge of the milk protein products manufactured in the New Zealand Dairy Industry and be able to explain the appropriate process control measures used.

This unit has been developed for process manufacturing operators.

Advisory Group : Dairy Processing

Unit Standard 322 **Level 3** **Credit 5**

DAIRY: Describe the cheddar cheese making process in the New Zealand Dairy Industry

This unit of learning will enable the learner to acquire the basic knowledge of the cheddar cheese manufacture used in the New Zealand Dairy Industry.

Advisory Group : Dairy Processing

Unit Standard 320 **Level 3** **Credit 4**

DAIRY: Describe the manufacture of spray dried dairy products in the New Zealand Dairy Industry

This unit of learning will enable the learner to acquire a knowledge of the general principles of evaporation/ spray drying as applied to the manufacture of spray dried dairy products.

This unit has been developed for process manufacturing staff.

Advisory Group : Dairy Processing

Unit Standard 318 **Level 3** **Credit 4**

DAIRY: Explain heat exchangers and their heat treatment in the New Zealand Dairy Industry

This unit of learning will enable the learner to understand the workings and uses of heat exchangers as used in the New Zealand Dairy Industry. This unit will give the learner a knowledge of the effects of heat treatment on milk composition and micro-organisms.

This module has been developed for process manufacturing staff.

Advisory Group : Dairy Processing

Unit Standard 317 **Level 3** **Credit 4**

DAIRY: Explain the basic components of automation in the New Zealand Dairy Industry

This unit of learning will enable the learner to gain a basic understanding of automation as used in the New Zealand Dairy Industry and will lead to the learner being able to identify the basic components of automation.

This unit has been developed for process manufacturing staff.

Advisory Group : Dairy Processing

Unit Standard 319 **Level 3** **Credit 3**

DAIRY: Explain the cream products processes in the New Zealand Dairy Industry

This unit of learning will enable the learner to define the product processes, explain key process steps and associated product tasks.

This module has been developed for process manufacturing staff.

Advisory Group : Dairy Processing

Unit Standard 304 **Level 3** **Credit 4**

DAIRY: Explain the role of the New Zealand Dairy Industry

This unit of learning will enable the learner to explain the purpose, structure, and operation of the New Zealand Dairy Industry.

This unit has been developed for new employees.

Advisory Group : Dairy Processing

Unit Standard 323 **Level 3** **Credit 3**

DAIRY: Explain whey product processes in the New Zealand Dairy Industry

This unit of learning will enable the learner to define the product processes, explain key process steps and associated product tests.

This module has been developed for process manufacturing staff.

Advisory Group : Dairy Processing

Unit Standard 324 **Level 3** **Credit 4**

DAIRY: Operate a dairy industry packing process in the New Zealand Dairy Industry

This unit of learning will enable the learner to apply packing room procedures in the NZ Dairy Industry.

This unit has been developed for manufacture processing staff.

Advisory Group : Dairy Processing

Unit Standard 759 **Level 4** **Credit 4**

DAIRY: Apply automated process control in the New Zealand Dairy Industry

This unit of learning will enable the learner to gain an understanding of automated process control as used in the NZ Dairy Industry.

Advisory Group : Dairy Processing

Unit Standard 763 **Level 4** **Credit 4**

DAIRY: Demonstrate New Zealand Dairy Industry stores management

This unit of learning will enable the learner to demonstrate an understanding of the Dairy Industry stores and systems.

Advisory Group : Dairy Processing

Unit Standard 761 **Level 4** **Credit 4**

DAIRY: Describe energy utilisation and services in the New Zealand Dairy Industry

This unit of learning will enable the learner to demonstrate a knowledge of safe and efficient use of steam, water, refrigeration, gas and air.

Advisory Group : Dairy Processing

Unit Standard 760 **Level 4** **Credit 10**

DAIRY: Diagnose mechanical and electrical faults in the New Zealand Dairy Industry

This unit of learning will enable the learner to gain an understanding of diagnosing faults within a process plant used in the NZ Dairy Industry.

Advisory Group : Dairy Processing

Unit Standard 762 **Level 4** **Credit 12**

DAIRY: Explain food safety in the New Zealand Dairy Industry

This unit of learning will enable the learner to acquire a knowledge of the principles, regulatory requirements and elements of a Food Safety Programme as used in the New Zealand Dairy Industry. This unit will lead to the learner being able to define the Food Safety Programme used at their Workplace.

This unit of learning is developed for Process Operators.

Advisory Group : Dairy Processing

Unit Standard 769 **Level 4** **Credit 32**

DAIRY: Explain membrane processing in the New Zealand Dairy Industry

This unit of learning will enable the learner to understand the principles of membrane processing and the properties of the raw materials and product.

Advisory Group : Dairy Processing

Unit Standard 770 **Level 4** **Credit 32**

DAIRY: Operate a cheddar cheese process in the New Zealand Dairy Industry

This unit of learning will enable the learner to understand the principles of the cheddar cheese process and the properties of the raw materials and products; and demonstrate ability to operate a Cheddar Cheese process.

Advisory Group : Dairy Processing

Unit Standard 764 **Level 4** **Credit 24**

DAIRY: Operate a separation and/or standardisation process in the New Zealand Dairy industry

This unit of learning will enable the learner to understand the principles of milk separation and standardisation processes used in the New Zealand Dairy Industry. This unit will lead to the learner being able to operate a separation and/or standardisation process.

This unit of learning is developed for process operators.

Advisory Group : Dairy Processing

Unit Standard 767 **Level 4** **Credit 32**

DAIRY: Operate an evaporator and spray drying process in the New Zealand Dairy Industry

This unit of learning will enable the learner to understand the principles of an evaporator and spray drying process and the properties of the raw materials and products; and demonstrate the ability to operate an Evaporator and Spray Drying process.

Advisory Group : Dairy Processing

Unit Standard 766 **Level 4** **Credit 32**

DAIRY: Operate Anhydrous Milkfat plant in the New Zealand Dairy Industry

This unit of learning will enable a learner to understand the principles of Anhydrous Milkfat (AMF) processes; and the properties of the raw materials and products; and demonstrate the ability to operate Anhydrous Milkfat plants.

Advisory Group : Dairy Processing

Unit Standard 765 **Level 4** **Credit 32**

DAIRY: Operate Fritz Buttermaking equipment in the New Zealand Dairy Industry

This unit of learning will enable the learner to understand the principles of the Fritz Buttermaking process and the properties of the raw materials and products and demonstrate the ability to operate Fritz Buttermaking equipment.

Advisory Group : Dairy Processing

Unit Standard 768 **Level 4** **Credit 32**

DAIRY: Operate the wet and dry processes for the production of casein in the New Zealand Dairy Industry

This unit of learning will enable the learner to understand the principles of casein processes and the properties of the raw materials and products; and demonstrate the ability to operate a casein process.

Advisory Group : Dairy Processing

Food Processing

Unit Standard 167 **Level 1** **Credit 1**

FOOD HANDLING: Produce safe food

This unit is for entry level learners to the food industry. Learners completing the unit will be able to follow safe procedures and practices for handling, storing, processing, transporting, preparing and serving food.

Advisory Group : Food Processing (Core)

Unit Standard 168 **Level 2** **Credit 1**

FOOD HANDLING: Prevent food contamination

This unit is for entry level learners to the food industry. Learners completing the unit will be able to identify causes of food spoilage, food contamination and food poisoning and apply preventive methods.

Advisory Group : Food Processing (Core)

Unit Standard 169 **Level 3** **Credit 2**

FOOD HANDLING: Plan for the production and service of safe food

This unit builds on skills acquired in pre-requisite units and will prepare learners to supervise the work of others in the food industry. Learners completing the unit will be able to apply legislation, plan and supervise procedures and practices for the production, storage and service of food.

Advisory Group : Food Processing (Core)

Unit Standard 170 **Level 4** **Credit 2**

FOOD HANDLING: Supervise a food safety programme

This unit is for learners in supervisory roles in the food industry. Learners completing the unit will be able to develop, implement and evaluate a food safety programme in the workplace.

Advisory Group : Food Processing (Core)

Unit Standard 1665 * # Level 2** **Credit 3**

FOOD PACKAGING: Implement operations plan on food packaging line

This unit is developed for the employee who works autonomously and trains and supervises staff.

This unit will enable the learner to develop, implement and evaluate the food packaging line operations plan.

Advisory Group : Food Processing (Core)

Unit Standard 1090 * # Level 2** **Credit 4**

FOOD PACKAGING: Operate food product identification process

This unit is developed for the food packaging line employee who works with limited supervision.

This unit will enable the learner to operate the food product identification process - set up, running and close down.

This unit could lead to Unit 1085, Pack food product.

Advisory Group : Food Processing (Core)

Unit Standard 1085 * # Level 2** **Credit 5**

FOOD PACKAGING: Pack food product

This is for food packaging employees who work with supervision.

Employees completing this unit will acquire a knowledge of their industry's food packaging materials and be able to pack and pelletise products.

This unit could lead to Unit 1086, Set up and fix faults in the food packaging process and Unit 1090, Operate food product identification process.

Advisory Group : Food Processing (Core)

Unit Standard 1086 * # Level 3** **Credit 6**

FOOD PACKAGING: Set up and fix faults in the food packaging process

This unit is developed for the packaging operator on a food production line who works under limited supervision.

This unit will enable the learner to set up the food packaging process and fix non-specialist faults in the food packaging process.

This unit could lead to Unit 1665, Implement operations plan on food packaging line.

Advisory Group : Food Processing (Core)

Unit Standard 1083 * # Level 2** **Credit 4**

FOOD PROCESSING - CLEANING: Clean food processing equipment

Learners completing this unit will be able to clean complex food processing equipment.

Advisory Group : Food Processing (Core)

Unit Standard 1084 * # Level 4** **Credit 6**

FOOD PROCESSING - CLEANING: Implement a food processing plant cleaning programme

This unit will enable the learner to develop, implement and evaluate a food plant cleaning programme.

This unit is developed for the employee who can work autonomously and can train and oversee other staff.

Advisory Group : Food Processing (Core)

Unit Standard 1093 * # Level 2** **Credit 4**

FOOD PROCESSING - WORKPLACE HEALTH AND SAFETY: Apply safe practices in the food processing workplace

This unit introduces the learner to the hazards and legal requirements relating to health and safety in the food processing workplace. The learner will be able to follow safe procedures in the food processing workplace.

This unit could lead to Unit 1091, Handle chemicals safely in the food processing industry; Unit 1090, Operate food product identification process; Unit 1085, Pack food product and Unit 1083, Clean food processing equipment.

This unit is developed for the new employee.

Advisory Group : Food Processing (Core)

Unit Standard 1091 * # Level 2** **Credit 4**

FOOD PROCESSING - WORKPLACE HEALTH AND SAFETY: Handle chemicals safely in the food processing industry

This unit will enable the learner to safely and correctly use chemicals in their food processing industry.

Advisory Group : Food Processing (Core)

Unit Standard 1092 * # Level 4** **Credit 5**

FOOD PROCESSING - WORKPLACE HEALTH AND SAFETY: Implement a food processing workplace safety programme

This unit is developed for the employee who can work autonomously and can train and oversee other staff.

This unit ensures that the learner will be able to develop, implement and evaluate a food processing workplace safety programme.

Advisory Group : Food Processing (Core)

Unit Standard 1089 * # Level 2** **Credit 3**

FOOD QUALITY: Apply quality control practices on food production line

This unit will enable the learner to apply the quality control practices of sampling, sensory testing and recognising non-conformance and quality requirements to their particular food production line.

This unit is developed for food processing employees who work with limited supervision.

Advisory Group : Food Processing (Core)

Unit Standard 1087 * # Level 2** **Credit 4**

FOOD QUALITY: Grade food products

This unit will enable the learner to grade food products to company specifications.

Advisory Group : Food Processing (Core)

Unit Standard 1094 * # Level 4** **Credit 8**

FOOD QUALITY: Conduct a quality system audit in the food processing industry

This unit will enable the learner to audit a company quality system in the food processing industry and make recommendations for improvements.

This unit is developed for the employee who will work without supervision.

Advisory Group : Food Processing (Core)

Unit Standard 1095 * # Level 4** **Credit 4**

FOOD QUALITY: Develop a food production line quality system

This unit ensures that the learner will be able to develop a food production line quality system.

This unit is developed for an employee who works without direct supervision.

Advisory Group : Food Processing (Core)

Unit Standard 1088 * # Level 4** **Credit 7**

FOOD QUALITY: Implement a food production line quality system

This unit will enable the learner to implement and evaluate an on-line food production line quality system.

This unit is developed for the employee who works autonomously and trains and supervises staff.

Advisory Group : Food Processing (Core)

Manufacturing Skills

Unit Standard 1549 * # Level 2** **Credit 3**

CUTTING AND SEWING: Cut single ply material by shears

This general unit is for learners working in the sewn products industry at any level and for those intending to work as cutters in an industrial unit. The unit is also aimed at school and home sewers. Learners completing the unit will be able to use shears to cut out single-ply materials from paper patterns or marked on shapes.

Advisory Group : Apparel

Unit Standard 1550 * # Level 2** **Credit 9**

CUTTING AND SEWING: Lay up or spread industrial fabric by hand

This is a general unit for students wishing to learn hand laying or spreading techniques used in a modern industrial unit. On successful completion of the unit, the learner will be able to prepare single and multiple plies of material for cutting. The learner may advance to either machine laying or on to cutting material.

Advisory Group : Apparel

Unit Standard 1541 * # Level 2** **Credit 2**

CUTTING AND SEWING: Set up, adjust and use an industrial lockstitch sewing machine

This is an introductory unit on setting up and using the basic industrial lockstitch sewing machine. The likely learner will be a beginner with no previous experience in sewing of any sort and on successful completion, will be able to demonstrate a knowledge of and use, the various hand and foot controls, change needles and tensions, and carry out basic maintenance. On completion, the successful learner may undertake raining on using the machine to sew component parts and join materials.

Advisory Group : Apparel

Unit Standard 1544 * # Level 2** **Credit 3**

CUTTING AND SEWING: Set up, adjust and use an industrial overlock sewing machine

This is an introductory unit on setting up and using the basic industrial overlock sewing machine prior to sewing. The likely learner will be a beginner with no previous experience in sewing of any sort and on successful completion, will be able to demonstrate a knowledge of and use, the various hand and foot controls, change needles and tensions, and carry out basic maintenance. On completion, the successful learner will undertake training on using the machine to sew component parts and join materials.

Advisory Group : Apparel

Unit Standard 1542 * # Level 2** **Credit 3**

CUTTING AND SEWING: Use an industrial lockstitch sewing machine to join two materials

This is an intermediate sewing unit which seeks to extend knowledge gained on entry level units or through equivalent knowledge and skills. It is a preliminary unit specifically for those aiming for a career as a sewing machinist in the sewn products industries. Learners will be able to sew various shapes and types of seam using industrial handling and production techniques to existing quality standards.

Advisory Group : Apparel

Unit Standard 1545 * # Level 2** **Credit 3**

CUTTING AND SEWING: Use an industrial overlock sewing machine to join two materials

This is an intermediate sewing unit which seeks to extend knowledge gained on entry level units. It is a preliminary unit specifically for those aiming for a career as a sewing machinist in the sewn products industries. Learners will be able to overlock, neaten an edge and join two materials using industrial handling and production techniques to existing quality standards.

Advisory Group : Apparel

Unit Standard 1553 * # Level 3** **Credit 6**

CUTTING AND SEWING: Cut industrial fabrics using a band knife

This general unit is for learners working in industry intending to work as cutters in an industrial manufacturing unit. Learners completing the unit will be able to use a band knife to cut multiple plies of material.

Advisory Group : Apparel

Unit Standard 1552 * # Level 3** **Credit 6**

CUTTING AND SEWING: Cut industrial fabrics using mechanical knives

This general unit is for learners working in industry intending to work as cutters in an industrial manufacturing unit. Learners completing the unit will be able to use mechanical knives to cut multiple plies of material.

Advisory Group : Apparel

Unit Standard 1555 * # Level 3** **Credit 3**

CUTTING AND SEWING: Insert sewn in zip fasteners using industrial machines and methods to specified industry performance standard

This specialist unit is aimed at those with sewing experience, and supervisors responsible for costing and labour planning, seeking to extend their knowledge of sewn products methods. The successful learner on completion of this unit be able to attach or insert different types of zip fasteners to various materials using different industrial construction techniques, suitable for different products and industries to existing quality standards and to 55% BSI performance.

Advisory Group : Apparel

Unit Standard 1547 * # Level 3** **Credit 12**

CUTTING AND SEWING: Operate a range of industrial overlock and specialist sewing machines to specified industry performance standard

This is a general unit suitable for experienced production sewing machinist who would like to improve their knowledge over a wider range of machines. On successful completion, the learner will be able to operate a variety of industrial overlock and specialist sewing machines to 55% BSI performance and existing quality standards.

Advisory Group : Apparel

Unit Standard 1548 * # Level 3** **Credit 9**

CUTTING AND SEWING: Operate a range of industrial single needle sewing machines to specified industry performance standard

This is a general unit suitable for experienced production lockstitch sewing machinists who would like to improve their knowledge over a wider range of single-needle machines. On successful completion of the unit, the learner will be able to operate a variety of industrial single needle sewing machines to 55% BSI performance and existing quality standards.

Advisory Group : Apparel

Unit Standard 1551 * # Level 3** **Credit 12**

CUTTING AND SEWING: Spread industrial fabric by machine

This is a specialised unit for students who are employed in the sewn product's trades and already have a knowledge of laying up material by hand. The learner, on successful completion, will be able to spread single and multiple plies of fabric for stepped and stacked lay configurations, using a hand or powered laying up machine.

Advisory Group : Apparel

Unit Standard 1543 * # Level 3** **Credit 12**

CUTTING AND SEWING: Use industrial lockstitch sewing machines to specified industry performance standard

This is an intermediate sewing unit which seeks to extend learners' skills and performance. It is a preliminary unit specifically for those aiming for a career as a sewing machinist in the majority of the sewn products industries where speed is an important requirement on repetitive work. Learners will be able to sew a variety of shapes and types of seam using industrial handling and production techniques to existing quality standards and 55% BSI performance.

Advisory Group : Apparel

Unit Standard 1546 * # Level 3** **Credit 9**

CUTTING AND SEWING: Use industrial overlock sewing machines to specified industry performance standard

This is an intermediate sewing unit which seeks to extend learners' skills and performance. It is a preliminary unit specifically for those aiming for a career as an overlock or safety-stitch sewing machinist, in the majority of the sewn products industries where speed is an important requirement on repetitive work. Learners will be able to sew various shapes and lengths using industrial handling and production techniques to existing quality standards and 55% BSI performance.

Advisory Group : Apparel

Unit Standard 1554 * # Level 5** **Credit 9**

CUTTING AND SEWING: Manage and organise cutting room labour and resources

This is a specialist unit for students wishing to extend their laying up or spreading, cutting and managerial techniques as used in an industrial manufacturing unit. It is aimed at the experienced, senior or head cutter, who seeks a position with overall responsibility for, or management of a cutting room. On successful completion of the unit, the learner will be able to interpret cutting orders and translate them into the most economical lays, estimate likely laying and cutting times and keep adequate records.

Advisory Group : Apparel

Unit Standard 1540 * # Level 2** **Credit 2**

CUTTING AND SEWING - DOMESTIC MACHINES: Set up, adjust and use a domestic lockstitch sewing machine

This is an introductory unit on setting up to use the basic domestic lockstitch sewing machine. The likely learner will be a beginner with no previous experience in sewing of any sort and on successful completion, will be able to demonstrate a knowledge of and use, the hand and foot controls, change needles and tensions, and carry out basic maintenance. On completion, the successful learner will undertake training on using either a domestic or industrial sewing machine to sew component parts and join materials.

Advisory Group : Apparel

Unit Standard 1539 * # Level 4** **Credit 6**

PRODUCTION PLANNING: Balance production lines to smooth production

This unit is aimed at supervisors, production managers and production planners responsible for running a production line. On successful completion, the learner will be able to balance a manufacturing production line using operative performance data and production times to smooth out production.

Advisory Group : Apparel

Unit Standard 1537 * # Level 4** **Credit 6**

PRODUCTION PLANNING: Compile and use bills of labour for sewn products

On successful completion of the unit, the learner will be able to compile a comprehensive Bill of Labour (BoL) construction or a product routing. The learner will understand the relevance of accurate detailed labour specifications and be able to produce a BoL which suits the requirements of a modern sewing manufacturing unit.

Advisory Group : Apparel

Unit Standard 1536 * # Level 4** **Credit 6**

PRODUCTION PLANNING: Compile and use bills of materials for sewn products

This general unit is suitable for Production Planners, Purchasing Officers, Designers, Production Managers, Owner Operators and learners aiming for a career in manufacture, who already have some knowledge of the production processes. On successful completion of the unit, the learner will be able to compile a comprehensive Bill of Material (BoM) from a design specification or from other means and be able to cost the material requirements of a product.

Advisory Group : Apparel

Unit Standard 1535 * # Level 4** **Credit 6**

PRODUCTION PLANNING: Compile sewn products design and quality specifications

This specialist unit is for most supervisory and design staff in sewn products, with a basic knowledge of product construction and forms the basis for constructing accurate Bills of Material (BoM) and Bills of Labour (BoL). Successful completion of the unit would ensure that learners would have the requisite skills and knowledge to design and produce an acceptable product specification, covering any critical measurements, colour combinations and size ranges where appropriate.

Advisory Group : Apparel

Unit Standard 1538 * # Level 5** **Credit 9**

PRODUCTION PLANNING: Develop and install labour production planning systems

This specialist unit is aimed at those within a manufacturing industry with a responsibility for planning and organising labour. On successful completion of the unit, the learner will be able to set up a system of accurate production planning of a labour force for the immediate short term, and for a longer horizon at a lesser level of accuracy. The successful learner will be able to incorporate effects of shop floor bottle-necks and capacities continually altering due to operative performance, absenteeism, staff changes and machinery changes. The learner will be able to set accurate product delivery dates and may go on to be a Production Planner or use the information within production management.

Advisory Group : Apparel

Outdoor Fabric Products

Unit Standard 1315 * # Level 1** **Credit 3**

CANVAS FABRICATION: Handle and identify materials used in canvas fabrication

On completion of this unit the learner will be able to identify and handle materials used in their workplace.

Advisory Group : Outdoor Fabric Products

Unit Standard 1314 * # Level 1** **Credit 6**

CANVAS FABRICATION: Operate hand tools and machines used in canvas fabrication

On completion of this unit the learner will be able to use and know the function and limitation of hand tools, machine tools and sewing machine used in their workplace.

Advisory Group : Outdoor Fabric Products

Unit Standard 1317 * # Level 1** **Credit 3**

CANVAS FABRICATION: Pack and present product on completion of canvas fabrication

On completion of this unit the learner will be able to package, present, label and record product handled by their workplace and assist customers with their enquiries.

Advisory Group : Outdoor Fabric Products

Unit Standard 1316 * # Level 1** **Credit 4**

CANVAS FABRICATION: Perform seaming and finishing operations in canvas fabrication

On completion of this unit the learner will be able to make seams as directed using the appropriate tools and materials and apply finishing to product in the form of fasteners, fittings, reinforcements and ropes.

Advisory Group : Outdoor Fabric Products

Unit Standard 1321 * # Level 2** **Credit 3**

CANVAS FABRICATION: Apply quilting and fluting to canvas fabrication

On completion of this unit the learner will be able to apply quilting and fluting to plan and ensure it suits the material and end use of the product.

Advisory Group : Outdoor Fabric Products

Unit Standard 1318 * # Level 2** **Credit 6**

CANVAS FABRICATION: Measure, mark out and cut material for production by canvas fabrication

On completion of this unit the learner will be able to select and cut material to plan with the appropriate allowances.

Advisory Group : Outdoor Fabric Products

Unit Standard 1320 * # Level 2** **Credit 6**

CANVAS FABRICATION: Repair damaged product in canvas fabrication

On completion of this unit the learner will be able to assess the appropriate method, material and tools required to make good damaged product, and carry out the repair.

Advisory Group : Outdoor Fabric Products

Unit Standard 1319 * # Level 2** **Credit 4**

CANVAS FABRICATION: Set lockstitch sewing machine for canvas fabrication

On completion of this unit the learner will be able to carry out routine maintenance on the sewing machine and select fittings and attachments required to produce appearances and shapes specified by the workplace.

Advisory Group : Outdoor Fabric Products

Unit Standard 1324 * # Level 3** **Credit 3**

CANVAS FABRICATION: Determine permeability and flame retardancy of enterprise materials used in canvas fabrication

On completion of this unit the learner will be able to interpret the results of industrial tests to determine permeability and flame retardancy of materials used in enterprise.

Advisory Group : Outdoor Fabric Products

Unit Standard 1322 * # Level 3** **Credit 6**

CANVAS FABRICATION: Operate textile welding machine used in canvas fabrication

On completion of this unit the learner will be able to describe the welding processes and operate the welding machines used in their workplace to join plastic sheet and coated fabrics by strong fused welds to make products.

Advisory Group : Outdoor Fabric Products

Unit Standard 1323 * # Level 3** **Credit 12**

CANVAS FABRICATION: Select materials for performance requirements of canvas fabrication

On completion of this unit the learner will be able to select materials that will satisfy the strength, tension, stretch, and environment requirements of a product.

Advisory Group : Outdoor Fabric Products

Unit Standard 1325 * # Level 4** **Credit 12**

CANVAS FABRICATION: Establish product design and specification for canvas fabrication

On completion of this unit the learner will be able to design a product for a client with specifications that are both acceptable to the client and economically viable.

Advisory Group : Outdoor Fabric Products

Unit Standard 1327 * # Level 4** **Credit 9**

CANVAS FABRICATION: Estimate job costs and quote to client for a canvas fabrication

On completion of this unit the learner will be able to cost a job with respect to materials, fittings and manufacturing time and, using workplace practice, give a quote to a client.

Advisory Group : Outdoor Fabric Products

Unit Standard 1326 * # Level 4** **Credit 6**

CANVAS FABRICATION: Make up patterns used for canvas fabrication

On completion of this unit the learner will be able to produce (from plans or samples) patterns from which material is cut to shape ready for making into fabricated products.

Advisory Group : Outdoor Fabric Products

Paperboard Case Manufacturing

Unit Standard 651 **Level 1** **Credit 3**

CORRUGATED AND SOLID BOARD MANUFACTURING: Make splice

People credited with this unit will be able to make splice by checking paper reels for suitability; preparing and loading reels; setting up; downloading reels; and observing relevant occupational safety and health requirements during the performance of all the above.

Advisory Group : Corrugated Packaging

Plastics Processing Technology

Unit Standard 295 **Level 1** **Credit 4**

BLOW MOULDING: Perform basic process operations for blow moulding

To enable entry level people to perform basic process operations in a blow moulding operation.

This unit leads to further units in blow moulding, unit numbers 295-303.

Advisory Group : Plastics

Unit Standard 296 **Level 2** **Credit 6**

BLOW MOULDING: Operate the blow moulding machine

To enable people to operate a blow moulding machine. This unit leads to further units in blow moulding, unit numbers 295-303.

Advisory Group : Plastics

Unit Standard 297 **Level 2** **Credit 10**

BLOW MOULDING: Run and monitor the blow moulding production process

To enable people to operate and monitor a blow moulding machine. This unit leads to further units in blow moulding, unit numbers 295-303.

Advisory Group : Plastics

Unit Standard 300 **Level 2** **Credit 10**

BLOW MOULDING: Service advanced tooling for blow moulding

To enable people to operate and service advanced blow mould tooling. This unit leads to further units in blow moulding, unit numbers, 295-303..

Advisory Group : Plastics

Unit Standard 299 **Level 2** **Credit 7**

BLOW MOULDING: Service simple tooling for blow moulding

To enable people to operate simple blow mould tooling and carry out basic servicing. This unit leads to further units in blow moulding, unit numbers 295-303.

Advisory Group : Plastics

Unit Standard 302 **Level 2** **Credit 8**

BLOW MOULDING: Set up simple tooling for blow moulding

To enable people to perform simple mould changes on blow moulding machines. This unit leads to further units in blow moulding, unit numbers 295-303.

Advisory Group : Plastics

Unit Standard 298 **Level 3** **Credit 12**

BLOW MOULDING: Control and optimise the blow moulding production process

To enable people to set up initial production runs on blow moulding machines. This unit leads to further units in blow moulding, unit numbers 295-303.

Advisory Group : Plastics

Unit Standard 301 **Level 3** **Credit 12**

BLOW MOULDING: Maintain dieheads, simple and advanced tooling, service complex tooling for blow moulding

To enable people to operate and service blow mould tooling. This unit leads to further units in blow moulding, unit numbers 295-303.

Advisory Group : Plastics

Unit Standard 303 **Level 3** **Credit 12**

BLOW MOULDING: Set up advanced tooling for blow moulding

To enable people to perform advanced mould changes on blow moulding machines. This unit leads to further units in blow moulding, unit numbers 295-303.

Advisory Group : Plastics

Unit Standard 287 **Level 1** **Credit 4**

BLOWN FILM EXTRUSION: Perform basic process operations for blown film extrusion

To enable entry level people to perform basic process operations in a blown film operation. This unit leads to further units in blown film extrusion, unit numbers 287-294..

Advisory Group : Plastics

Unit Standard 289 **Level 2** **Credit 12**

BLOWN FILM EXTRUSION: Control and optimise mono-layer production process for blown film extrusion

To enable people to control and optimise a mono-layer film extrusion machine. This unit leads to further units in blown film extrusion, unit numbers 287-294.

Advisory Group : Plastics

Unit Standard 291 **Level 2** **Credit 10**

BLOWN FILM EXTRUSION: Operate a co-extrusion machine

To enable people to operate a blown film co-extrusion machine. This unit leads to further units in blown film extrusion, unit numbers 287-294.

Advisory Group : Plastics

Unit Standard 288 **Level 2** **Credit 8**

BLOWN FILM EXTRUSION: Operate the blown film extrusion machine

To enable people to operate a blown film extrusion machine. This unit leads to further units in blown film extrusion, unit numbers 287-294.

Advisory Group : Plastics

Unit Standard 293 **Level 2** **Credit 9**

BLOWN FILM EXTRUSION: Service mono-layer dies and extruder screws for blown film extrusion

To enable people to service mono-layer dies and extruder screws. This unit leads to further units in blown film extrusion, unit numbers 287-294.

Advisory Group : Plastics

Unit Standard 292 **Level 3** **Credit 10**

BLOWN FILM EXTRUSION: Control and optimise co-extrusion production process

To enable people to control and optimise a co-extrusion film machine. This unit leads to further units in blown film extrusion, unit numbers 287-294.

Advisory Group : Plastics

Unit Standard 290 **Level 3** **Credit 9**

BLOWN FILM EXTRUSION: Run complex production processes and trials on mono-layer blown film extrusion machines

To enable people to control and optimise complex mono-layer film production and run trials. This unit leads to further units in blown film extrusion, unit numbers 287-294.

Advisory Group : Plastics

Unit Standard 294 **Level 3** **Credit 9**

BLOWN FILM EXTRUSION: Service co-extrusion dies for blown film extrusion

To enable people to strip, clean and reassemble co-extrusion film dies. This unit leads to further units in blown film extrusion.

Advisory Group : Plastics

Unit Standard 281 **Level 1** **Credit 4**

EXTRUSION: Perform basic extrusion process operations

To enable entry level people to prepare for basic extrusion machine operation. This unit leads to further units in extrusion, unit numbers 281-286.

Advisory Group : Plastics

Unit Standard 285 **Level 2** **Credit 10**

EXTRUSION: Change dies and set ancillary equipment for extrusion

To enable people to make die changes on extrusion machines. This unit leads to further units in extrusion, unit numbers 281-286.

Advisory Group : Plastics

Unit Standard 282 **Level 2** **Credit 8**

EXTRUSION: Operate the extrusion machine

To enable people to operate an extrusion machine. This leads to further units in extrusion, unit numbers 281-286.

Advisory Group : Plastics

Unit Standard 283 **Level 2** **Credit 12**

EXTRUSION: Run and monitor the extrusion production process

To enable people to operate and monitor an extrusion machine. This unit leads to further units in extrusion, unit numbers 281-286.

Advisory Group : Plastics

Unit Standard 286 **Level 3** **Credit 8**

EXTRUSION: Change screws and set up line for extrusion

To enable people to set up an extrusion line. This unit leads to further units in extrusion, unit numbers 281-286.

Advisory Group : Plastics

Unit Standard 284 **Level 3** **Credit 8**

EXTRUSION: Control and optimise the extrusion production process

To enable people to set up test production runs, and optimise production on extrusion machines. This unit leads to further units in extrusion, unit numbers 281-286.

Advisory Group : Plastics

Unit Standard 275 **Level 1** **Credit 4**

FILM CONVERSION: Perform basic process operations for film conversion

To enable entry level people to perform basic process operations in a film conversion operation. This unit leads to further units in film conversion, unit numbers 275-278.

Advisory Group : Plastics

Unit Standard 276 **Level 2** **Credit 7**

FILM CONVERSION: Operate the machine for film conversion

To enable people to operate a film conversion machine. This unit leads to further units in film conversion, unit numbers 275-278.

Advisory Group : Plastics

Unit Standard 277 **Level 2** **Credit 10**

FILM CONVERSION: Set up and control simple operations for film conversion

To enable to set up and run a simple film conversion process and perform basic seal head changes. This unit leads to further units in film conversion, unit numbers 275-278.

Advisory Group : Plastics

Unit Standard 278 **Level 3** **Credit 6**

FILM CONVERSION: Set up and control advanced operations for film conversion

To enable people to set up and run an advanced film conversion process and carry out seal bar routine maintenance. This unit leads to further units in film conversion, unit numbers 275-278.

Advisory Group : Plastics

Unit Standard 279 **Level 1** **Credit 4**

FILM SLITTING: Perform basic process operations for film slitting

To enable entry level people to perform basic process operations on a film slitting machine. This unit leads to Unit 280, Set, operate and control the production process for film slitting.

Advisory Group : Plastics

Unit Standard 280 **Level 2** **Credit 7**

FILM SLITTING: Set, operate and control the production process for film slitting

To enable people to set up, operate and control a film slitting operation.

Advisory Group : Plastics

Unit Standard 252 **Level 1** **Credit 4**

INJECTION MOULDING: Perform basic process operations for injection moulding

This unit is to enable entry level people to perform basic process operations in an injection moulding operation. This unit leads to further units in injection moulding, unit numbers 252-260.

Advisory Group : Plastics

Unit Standard 253 **Level 2** **Credit 6**

INJECTION MOULDING: Operate the injection moulding machine

This unit is to enable people to operate an injection moulding machine. This unit leads to further units in injection moulding, units numbers 252-260.

Advisory Group : Plastics

Unit Standard 254 **Level 2** **Credit 9**

INJECTION MOULDING: Run and monitor the injection moulding production process

This unit is to enable people to operate and monitor an injection moulding machine. This unit leads to further units in injection moulding, unit numbers 252-260.

Advisory Group : Plastics

Unit Standard 259 **Level 2** **Credit 6**

INJECTION MOULDING: Service advanced moulds for injection moulding

This unit is to enable people to operate and service advanced injection moulds. This unit leads to further units in injection moulding, unit numbers 252-260.

Advisory Group : Plastics

Unit Standard 258 **Level 2** **Credit 6**

INJECTION MOULDING: Service simple moulds for injection moulding

This unit is to enable people to operate simple injection moulds and carry out basic servicing. This unit leads to further units in injection moulding, unit numbers 252-260.

Advisory Group : Plastics

Unit Standard 256 **Level 2** **Credit 8**

INJECTION MOULDING: Set up simple moulds for injection moulding

This unit is to enable people to perform simple mould changes on injection mould machines. This unit leads to further units in injection moulding, unit numbers 252-260.

Advisory Group : Plastics

Unit Standard 255 **Level 3** **Credit 12**

INJECTION MOULDING: Control and optimise the injection moulding production process

This unit is to enable people to set up initial production runs on injection moulding machines. This unit leads to further units in injection moulding, unit numbers 252-260.

Advisory Group : Plastics

Unit Standard 260 **Level 3** **Credit 10**

INJECTION MOULDING: Maintain simple and advanced moulds, service complex moulds for injection moulding

This unit is to enable people to operate and service injection moulds. This unit leads to further units in injection moulding, unit numbers 252-260.

Advisory Group : Plastics

Unit Standard 257 **Level 3** **Credit 9**

INJECTION MOULDING: Set up advanced moulds for injection moulding

This unit is to enable people to perform advanced mould changes on injection mould machines. This unit leads to further units in injection moulding, unit numbers 252-260.

Advisory Group : Plastics

Unit Standard 271 **Level 1** **Credit 3**

PLASTICS MATERIALS: Identify and handle plastics materials

To enable people to handle plastics materials safely and give an overview of the plastics processing methods used in own enterprise. This unit leads to further units in plastics processing unit numbers 252-303 and plastics materials, unit numbers 271-274.

Advisory Group : Plastics

Unit Standard 273 **Level 2** **Credit 6**

PLASTICS MATERIALS: Classify and name plastics materials

This is a theory based unit which enables people to classify plastics materials and gain basic knowledge of the composition, selected properties and typical applications of plastics materials. This unit leads to further units in plastics materials, unit numbers 271-274.

Advisory Group : Plastics

Unit Standard 272 **Level 2** **Credit 4**

PLASTICS MATERIALS: Process and use plastics materials

To enable people to maintain plastics materials at their best condition and give an overview of plastics processing methods and use of plastics materials in New Zealand. This unit leads to further units in plastics materials.

Advisory Group : Plastics

Unit Standard 274 **Level 3** **Credit 6**

PLASTICS MATERIALS: Compare melt flow and dimensional stability of plastics materials

This is a theory based unit which enables people to understand the basic molecular form of polymers and its influence on the melt flow and selected properties, and to compare the melt flow and the dimensional stability of selected plastics materials. This unit leads to further units in plastics materials, unit numbers 271-274.

Advisory Group : Plastics

Unit Standard 264 **Level 2** **Credit 8**

PRESSURE THERMOFORMING: Run and monitor the production process for pressure thermoforming

This unit is to enable people to operate and monitor a pressureforming machine.

This unit leads to further units in thermoforming, unit numbers 261-270.

Advisory Group : Plastics

Unit Standard 266 **Level 3** **Credit 10**

PRESSURE THERMOFORMING: Control and optimise the production process for pressure thermoforming

This unit is to enable people to set up initial production runs on pressureforming machines.

This unit leads to further units in thermoforming, unit numbers 261-270.

Advisory Group : Plastics

Unit Standard 270 **Level 3** **Credit 8**

PRESSURE THERMOFORMING: Service complex tooling for pressure thermoforming

To enable people to operate and service complex pressureforming tools. This unit leads to further units in thermoforming, unit numbers 261-270.

Advisory Group : Plastics

Unit Standard 268 **Level 3** **Credit 9**

PRESSURE THERMOFORMING: Set up tooling for pressure thermoforming

To enable people to perform tooling changes on pressure forming machines. This unit leads to further units in thermoforming, unit numbers 261-270.

Advisory Group : Plastics

Unit Standard 261 **Level 1** **Credit 4**

THERMOFORMING: Perform basic process operations for thermoforming

This unit is to enable entry level people to perform basic process operations in a thermoforming process.

This unit leads to further units in thermoforming, unit numbers 261-270.

Advisory Group : Plastics

Unit Standard 262 **Level 2** **Credit 6**

THERMOFORMING: Operate the thermoforming machine

This unit is to enable people to operate a thermoforming machine. This unit leads to further units in thermoforming, unit numbers 261-270.

Advisory Group : Plastics

Unit Standard 269 **Level 2** **Credit 6**

THERMOFORMING: Service simple tooling for thermoforming

To enable people to service simple thermoforming tooling. This unit leads to further units in thermoforming, unit numbers 261-270.

Advisory Group : Plastics

Unit Standard 263 **Level 2** **Credit 6**

VACUUM THERMOFORMING: Run and monitor the production process for vacuum thermoforming

This unit is to enable people to operate and monitor a vacuum forming machine. This unit leads to further units in thermoforming, unit numbers 261-270.

Advisory Group : Plastics

Unit Standard 267 **Level 2** **Credit 8**

VACUUM THERMOFORMING: Set up tooling for vacuum thermoforming

To enable people to perform tooling changes on vacuum forming machines. This unit leads to further units in thermoforming, unit numbers 261-270.

Advisory Group : Plastics

Unit Standard 265 **Level 3** **Credit 6**

VACUUM THERMOFORMING: Control and optimise the production process for vacuum thermoforming

This unit is to enable people to set up initial production runs on vacuumforming machines.

This unit leads to further units in thermoforming, unit numbers 261-270.

Advisory Group : Plastics

Printing

Unit Standard 341 **Level 3** **Credit 10**

PRINTING: Carry out routine and preventive maintenance common to the printing industry

This unit covers maintenance skills for learners in the printing industry. Learners may go on to complete Level 4 maintenance units applicable to their branch.

Learners may also undertake other Level 3 units applicable to their branch.

Advisory Group : Printing Industry

Unit Standard 340 **Level 2** **Credit 5**

PRINTING - GRAPHIC PRE-PRESS: Demonstrate knowledge of safe working practices in the printing and graphic photo process industries

This unit is for entry level into the printing and graphic photo process industries and covers basic safety elements.

The learner may go on to complete further units applicable to their branch within the printing and graphic photo process industries.

Advisory Group : Printing Industry

Unit Standard 336 **Level 2** **Credit 7**

PRINTING - GRAPHIC PRE-PRESS: Demonstrate understanding of trade knowledge common to the printing and graphic photo process industries

This unit is for entry level into the printing and graphic photo process industries and covers basic trade knowledge elements.

The learner may go on to complete the Level 2 trade knowledge unit applicable to their branch.

Advisory Group : Printing Industry

Unit Standard 339 **Level 4** **Credit 2**

PRINTING - GRAPHIC PRE-PRESS: Demonstrate understanding of costing, production planning and supervisory principles common to the printing industries

This unit provides the learner with an understanding of the costing and estimating procedures, production planning and supervisory principles common to the Printing and Graphic Photo Process Industries.

Advisory Group : Printing Industry

Unit Standard 337 **Level 2** **Credit 5**

PRINTING - SCREEN: Demonstrate understanding of core trade knowledge requirements for screen printing

This unit provides the trade knowledge skills required for screen printing Level 2. The learner may go on to complete Unit 338, Demonstrate understanding of intermediate trade knowledge requirements for screen printing.

Advisory Group : Printing Industry

Unit Standard 345 **Level 3** **Credit 40**

PRINTING - SCREEN: Carry out make ready for screen printing

This unit provides the learner with the skills required to undertake the make ready process for screen printing Level 3.

The learner may go on to complete Unit 347, Undertake core printing requirements for screen printing.

Advisory Group : Printing Industry

Unit Standard 338 **Level 3** **Credit 2**

PRINTING - SCREEN: Demonstrate understanding of intermediate trade knowledge requirements for screen printing

This unit provides the learner with trade knowledge skills required for screen printing Level 3. The learner may go on to complete Unit 339, Demonstrate understanding of costing, production planning and supervisory principles common to the printing industries.

Advisory Group : Printing Industry

Unit Standard 342 **Level 3** **Credit 12**

PRINTING - SCREEN: Produce screens and make stencils for screen printing

This unit provides the learner with the skills required to produce screens and make stencils to screen printing industry standards.

The learner may go on to complete or may already have completed Unit 341, Carry out routine and preventive maintenance common to the printing industry. Unit 343, Undertake pre-press requirements for screen printing. Unit 345, Carry out make ready for screen printing.

Advisory Group : Printing Industry

Unit Standard 347 **Level 3** **Credit 20**

PRINTING - SCREEN: Undertake core printing requirements for screen printing

This unit provides the learner with the skills to print single and multi colour work for screen printing.

The learner may go on to complete Unit 344, Undertake advanced pre-press requirements for screen printing.

Advisory Group : Printing Industry

Unit Standard 343 **Level 3** **Credit 15**

PRINTING - SCREEN: Undertake pre-press requirements for screen printing

This unit provides the learner with the pre-press skills required prior to undertaking the make ready process for screen printing.

The learner may go on to complete Unit 345, Carry out make ready for screen printing. Unit 350, Wash up for screen printing; Unit 344, Undertake advanced pre-press requirements for screen printing.

Advisory Group : Printing Industry

Unit Standard 350 **Level 3** **Credit 8**

PRINTING - SCREEN: Wash up for screen printing

This unit provides the learner with the skills required to wash up presses used in screen printing.

The learner may go on to complete Unit 344, Undertake advanced pre-press requirements for screen printing.

Advisory Group : Printing Industry

Unit Standard 346 **Level 4** **Credit 15**

PRINTING - SCREEN: Carry out advanced make ready for screen printing

This unit provides the learner with the additional skills required to undertake the make ready process for screen printing level 4.

The learner may go on to complete Unit 348, Undertake intermediate printing requirements for screen printing.

Advisory Group : Printing Industry

Unit Standard 344 **Level 4** **Credit 12**

PRINTING - SCREEN: Undertake advanced pre-press requirements for screen printing

This unit provides the learner with pre-press skills required prior to undertaking the make ready process for screen printing Level 4.

The learner may go on to complete or already have completed Unit 345, Carry out make ready for screen printing and Unit 350, Wash up for screen printing.

Advisory Group : Printing Industry

Unit Standard 349 **Level 4** **Credit 15**

PRINTING - SCREEN: Undertake advanced printing requirements for screen printing

This unit provides the learner with the skills to rectify complex printing problems while printing on Screen printing presses.

Advisory Group : Printing Industry

Unit Standard 348 **Level 4** **Credit 15**

PRINTING - SCREEN: Undertake intermediate printing requirements for screen printing

This unit provides the learner with the skills to use a densitometer, and to rectify faults or problems in printing and drying of screen printing work.

Advisory Group : Printing Industry

Unit Standard 351 **Level 2** **Credit 8**

PRINTING - SHEET-FED: Demonstrate understanding of core trade knowledge requirements for sheet-fed printing

This unit provides the learner with trade knowledge skills required for sheet-fed printing Level 2.

The learner may go on to complete Unit 352, Demonstrate understanding of intermediate trade knowledge requirements for sheet-fed printing.

Advisory Group : Printing Industry

Unit Standard 368 **Level 3** **Credit 35**

PRINTING - SHEET-FED: Carry out make ready for single colour sheet-fed letterpress work

This unit provides the learner with the skills required to make ready sheet-fed letterpress presses for single colour work to a minimum sheet size of SRA4.

The learner may go on to complete Unit 369, Carry out make ready for two colour sheet-fed letterpress work.

Advisory Group : Printing Industry

Unit Standard 357 **Level 3** **Credit 35**

PRINTING - SHEET-FED: Carry out make ready for single colour sheet-fed work

This unit provides the learner with the skills required to make ready sheet-fed offset presses for single colour work to a minimum sheet size of SRA3.

The learner may go on to complete Unit 358, Carry out make ready for two colour sheet-fed work.

Advisory Group : Printing Industry

Unit Standard 352 **Level 3** **Credit 3**

PRINTING - SHEET-FED: Demonstrate understanding of intermediate trade knowledge requirements for sheet-fed printing

This unit provides the learner with trade knowledge skills required for sheet-fed printing Level 3.

The learner may go on to complete Unit 353, Demonstrate understanding of advanced trade knowledge requirements for sheet-fed printing.

Advisory Group : Printing Industry

Unit Standard 356 **Level 3** **Credit 5**

PRINTING - SHEET-FED: Undertake advanced pre-press requirements for sheet-fed printing

This unit provides the learner with the pre-press skills required prior to undertaking make ready of sheet-fed offset presses at Level 3.

The learner may go on to complete Unit 358, Carry out make ready for two colour sheet-fed work.

Advisory Group : Printing Industry

Unit Standard 366 **Level 3** **Credit 12**

PRINTING - SHEET-FED: Undertake pre-press requirements for sheet-fed letterpress work

This unit provides the learner with the pre-press skills required prior to undertaking make ready of sheet-fed letterpress presses.

The learner may go on to complete Unit 368, Carry out make ready for single colour sheet-fed letterpress work, and Unit 372, Wash up for sheet-fed letterpress.

Advisory Group : Printing Industry

Unit Standard 355 **Level 3** **Credit 15**

PRINTING - SHEET-FED: Undertake pre-press requirements for sheet-fed printing

This unit provides the learner with the pre-press skills required prior to undertaking make ready of sheet-fed offset presses.

The learner may go on to complete Unit 357, Carry out make ready for single colour sheet-fed work, and Unit 365, Wash up for sheet-fedprinting.

Advisory Group : Printing Industry

Unit Standard 370 **Level 3** **Credit 15**

PRINTING - SHEET-FED: Undertake printing requirements for single colour sheet-fed letterpress work

This unit provides the learner with the skills to print single colour line and halftone work, to a minimum sheet size of SRA4, on sheet-fed letterpress presses.

The learner may go on to complete Unit 369, Carry out make ready for two colour sheet-fed letterpress work.

Advisory Group : Printing Industry

Unit Standard 361 **Level 3** **Credit 15**

PRINTING - SHEET-FED: Undertake printing requirements for single colour sheet-fed work

This unit provides the learner with the skills to print single colour line and halftone work on sheet-fed offset presses, to a minimum sheet size of SRA3.

The learner may go on to complete Unit 356, Undertake advanced pre-press requirements for sheet-fed printing.

Advisory Group : Printing Industry

Unit Standard 372 **Level 3** **Credit 3**

PRINTING - SHEET-FED: Wash up for printing sheet-fed letterpress

This unit provides the learner with the skills required to wash up sheet-fed letterpress presses.

The learner may go on to complete Unit 367, Undertake advanced pre-press requirements for sheet-fed printing letterpress work.

Advisory Group : Printing Industry

Unit Standard 365 **Level 3** **Credit 5**

PRINTING - SHEET-FED: Wash up for sheet-fed printing

This unit provides the learner with the skills required to wash up sheet-fed offset presses.

The learner may go on to complete Unit 356, Undertake advanced pre-press requirements for sheet-fed printing.

Advisory Group : Printing Industry

Unit Standard 359 **Level 4** **Credit 15**

PRINTING - SHEET-FED: Carry out advanced make ready for multi-colour sheet-fed work

This unit provides the learner with the skills required to make ready sheet-fed offset presses for multi colour (not necessarily process) close register halftone work to a minimum sheet size of SRA3.

The learner may go on to complete Unit 364, Undertake printing requirements for four or more colour process sheet-fed work.

Advisory Group : Printing Industry

Unit Standard 354 **Level 4** **Credit 5**

PRINTING - SHEET-FED: Carry out maintenance for sheet-fed printing

This unit covers maintenance skills for learners in the Printing - Sheet-fed branch of the Printing Industry.

The learner may go on to complete Unit 358, Carry out make ready for two colour sheet-fed work.

Advisory Group : Printing Industry

Unit Standard 369 **Level 4** **Credit 15**

PRINTING - SHEET-FED: Carry out make ready for two colour sheet-fed letterpress work

This unit provides the learner with the skills required to make ready sheet-fed letterpress presses for 2 colour work requiring close register, to a sheet size of A4, and including numbering and perforating.

Advisory Group : Printing Industry

Unit Standard 358 **Level 4** **Credit 15**

PRINTING - SHEET-FED: Carry out make ready for two colour sheet-fed work

This unit provides the learner with the skills required to set the inking rollers on printing sheet-fed offset presses for two colour work (including halftones) requiring close register and to a minimum sheet size of SRA3, and where applicable position and set numbering and imprinting units and perforating devices.

The learner may go on to complete Unit 359, Carry out advanced make ready for multi-colour sheet-fed work.

Advisory Group : Printing Industry

Unit Standard 353 **Level 4** **Credit 5**

PRINTING - SHEET-FED: Demonstrate understanding of advanced trade knowledge requirements for sheet-fed printing

This unit provides the learner with advanced trade knowledge skills required for sheet-fed printing Level 4.

Advisory Group : Printing Industry

Unit Standard 367 **Level 4** **Credit 5**

PRINTING - SHEET-FED: Undertake advanced pre-press requirements for sheet-fed letterpress work

This unit provides the learner with the advanced pre-press skills required prior to undertaking make ready of sheet-fed letterpress presses at Level 4.

The learner may go on to complete Unit 369, Carry out make ready for two colour sheet-fed letterpress work.

Advisory Group : Printing Industry

Unit Standard 363 **Level 4** **Credit 10**

PRINTING - SHEET-FED: Undertake advanced printing requirements for multi-colour sheet-fed work

This unit provides the learner with the skills to print 2 or more colours, (not necessarily process) close register halftone work to a minimum sheet size of SRA3 on sheet-fed offset presses.

The learner may go on to complete Unit 360, Carry out make ready for four or more colour process sheet-fed work.

Advisory Group : Printing Industry

Unit Standard 371 **Level 4** **Credit 10**

PRINTING - SHEET-FED: Undertake printing requirements for two colour sheet-fed letterpress work

This unit provides the learner with the skills to print two colour work requiring close register including numbering and perforating and to a minimum sheet size of SRA4 on sheet-fed letterpress presses.

Advisory Group : Printing Industry

Unit Standard 362 **Level 4** **Credit 10**

PRINTING - SHEET-FED: Undertake printing requirements for two colour sheet-fed work

This unit provides the learner with the skills to print 2 colour work (including halftones) requiring close register and to a minimum sheet size of SRA3 on sheet-fed offset presses.

The learner may go on to complete Unit 359, Carry out advanced make ready for multi-colour sheet-fed work.

Advisory Group : Printing Industry

Unit Standard 360 **Level 5** **Credit 15**

PRINTING - SHEET-FED: Carry out make ready for four or more colour process sheet-fed work

This unit provides the learner with the skills required to make ready sheet-fed offset presses for 4 or more colour process printing on multi colour presses to a minimum sheet size of SRA3.

Advisory Group : Printing Industry

Unit Standard 364 **Level 5** **Credit 10**

PRINTING - SHEET-FED: Undertake printing requirements for four or more colour process sheet-fed work

This unit provides the learner with the skills to print 4 colour process work on multi colour sheet-fed offset presses to a minimum sheet size of SRA3.

Advisory Group : Printing Industry

Wood Panels Manufacturing

Unit Standard 710 * # Level 4** **Credit 4**

HARDBOARD AND INSULATING BOARD MANUFACTURING: Form wood furnish for hardboard and insulating board manufacture

This unit is for learners who are, or intend to be, employed in the wood panels manufacturing industry, making hardboard and insulating board. Learners completing the unit will be able to process input wood fibre slurry into the form that is required for pressing into hardboard and insulating board.

Advisory Group : Wood Panels

Unit Standard 709 * # Level 4** **Credit 6**

HARDBOARD AND INSULATING BOARD MANUFACTURING: Manage bonding processes for hardboard manufacture

The unit is for learners who are employed as technical and supervisory staff in the manufacturing of hardboard and insulating board. Learners completing the unit will be able to adjust chemical additive requirements in order to enhance the natural bonding of wood fibres to customer requirements.

Advisory Group : Wood Panels

Unit Standard 708 * # Level 4** **Credit 6**

HARDBOARD AND INSULATING BOARD MANUFACTURING: Prepare wood furnish for hardboard and insulating board manufacture

This unit is for learners who are, or intend to be, employed in the hardboard and insulating board manufacturing sector of the wood panels manufacturing industry. Learners completing the unit will be able to operate a mechanical refiner (pulper) to convert input wood furnish into wood fibres of the size that are required for the manufacture of hardboard and insulating board, and to add any required additives.

Advisory Group : Wood Panels

Unit Standard 712 * # Level 3** **Credit 5**

LAMINATED VENEER LUMBER MANUFACTURING: Co-ordinate infeed of bolts for LVL production

This unit is for learners working or intending to work in the Laminated Veneer Lumber (LVL) manufacturing sector of the wood panels industry. Learners completing the unit will be able to operate a log grapple loader to maintain and co-ordinate the infeed of log bolts from storage to the veneer peeler.

Advisory Group : Wood Panels

Unit Standard 715 * # Level 3** **Credit 4**

LAMINATED VENEER LUMBER MANUFACTURING: Dock and edge-join veneers for LVL production

This unit is for learners working, or intending to work, in the Laminated Veneer Lumber (LVL) manufacturing sector of the wood panels industry. Learners completing the unit will be able to operate welding and scarfing machines to join the top or side edges of wood veneers that will go on to be face glued into LVL.

Advisory Group : Wood Panels

Unit Standard 716 * # Level 3** **Credit 4**

LAMINATED VENEER LUMBER MANUFACTURING: Grade and repair laminated veneer lumber

This unit is for learners working or intending to work in the Laminated Veneer Lumber (LVL) manufacturing sector of the wood panels industry. Learners completing the unit will be able to grade and repair completed LVL boards to company or customer specifications.

Advisory Group : Wood Panels

Unit Standard 713 * # Level 3** **Credit 4**

LAMINATED VENEER LUMBER MANUFACTURING: Grade veneers for LVL production

This unit is for learners working or intending to work in the Laminated Veneer Lumber (LVL) manufacturing sector of the wood panels industry. Learners completing the unit will be able to sort and grade peeled veneers to company specifications.

Advisory Group : Wood Panels

Unit Standard 711 * # Level 3** **Credit 4**

LAMINATED VENEER LUMBER MANUFACTURING: Saw logs to length for LVL production

This unit is for learners working or intending to work in the Laminated Veneer Lumber (LVL) manufacturing sector of the wood panels industry. Learners completing the unit will be able to operate a cut-off saw in order to cut input logs to company requirements for length, and assign them to the appropriate storage area for further processing.

Advisory Group : Wood Panels

Unit Standard 718 * # Level 4 Credit 8**

LAMINATED VENEER LUMBER MANUFACTURING: Maintain the quality of LVL production

This unit is for learners working or intending to work in the Laminated Veneer Lumber (LVL) manufacturing sector of the wood panels industry. Learners completing the unit will be able to measure and test all LVL production variables.

Advisory Group : Wood Panels

Unit Standard 714 * # Level 4 Credit 10**

LAMINATED VENEER LUMBER MANUFACTURING: Mix glue for LVL production

This unit is for learners working or intending to work in the Laminated Veneer Lumber (LVL) manufacturing sector of the wood panels industry. Learners completing the unit will be able to carry out all aspects of glue mixing for the laminating stage of LVL production.

Advisory Group : Wood Panels

Unit Standard 717 * # Level 5 Credit 10**

LAMINATED VENEER LUMBER MANUFACTURING: Control LVL production

This unit is for learners working or intending to work in the Laminated Veneer Lumber (LVL) manufacturing sector of the wood panels industry. Learners completing the unit will be able to supervise aspects of LVL production to ensure that customer orders are met in accordance with company requirements.

Advisory Group : Wood Panels

Unit Standard 720 * # Level 4 Credit 10**

MEDIUM DENSITY FIBREBOARD MANUFACTURING: Refine wood chips and glue fibre

This unit is for learners who are, or intend to be, employed in the fibreboard manufacturing sector of the wood panels manufacturing industry. Learners completing the unit will be able to operate a thermo-mechanical refiner to convert screened, washed wood chips into wood fibres of the size that are required for the manufacture of fibreboard panels, and to add required additives, such as resin.

Advisory Group : Wood Panels

Unit Standard 719 * # Level 4 Credit 3**

MEDIUM DENSITY FIBREBOARD MANUFACTURING: Screen and wash wood chips for fibre manufacture

This unit is for learners who are, or intend to be, employed in the fibreboard and fibre faced strandboard manufacturing sector of the wood panels manufacturing industry. Learners completing the unit will be able to screen input wood chips for size, remove non-wood material and wash chips.

Advisory Group : Wood Panels

Unit Standard 721 * # Level 3 Credit 6**

OVERLAY BONDING: Bond overlays to wood panel substrates

This unit is for learners who are or intend to be employed in the overlay bonding sector of the wood panels manufacturing industry. Learners completing the unit will be able to bond resin-impregnated paper overlays to wood panel substrates.

Advisory Group : Wood Panels

Unit Standard 1848 * # Level 3 Credit 3**

OVERLAY BONDING: Roller laminate overlays to wood panel substrates

This unit is for learners who are or intend to be employed in the overlay bonding sector of the wood panels manufacturing industry. Learners completing the unit will be able to bond low weight papers and vinyls to wood panel substrates using a roller laminator.

Advisory Group : Wood Panels

Unit Standard 1849 * # Level 4 Credit 5**

OVERLAY BONDING: Press wood veneer to wood panel substrates

This unit is for learners who are or intend to be employed in the wood panels manufacturing industry. Learners completing the unit will be able to glue and press wood veneer sheets or lay-ons to wood panel substrates.

Advisory Group : Wood Panels

Unit Standard 722 * # Level 5 Credit 10**

OVERLAY BONDING: Manage technical aspects of overlay bonding operations for wood panels manufacturing

This unit is for learners working or intending to work in the overlay bonding sector of the wood panels industry. Learners completing the unit will be able to select materials and establish operating parameters to meet customer requirements, and solve bonding problems.

Advisory Group : Wood Panels

Unit Standard 723 * # Level 3 Credit 4**

PARTICLE BOARD MANUFACTURING: Operate wood flaker

This unit is for learners who are, or intend to be, employed in the particleboard or strandboard sectors of the wood panels manufacturing industry. Learners completing the unit will be able to convert input wood into wood flakes for further processing into particleboard or strandboard.

Advisory Group : Wood Panels

Unit Standard 724 * # Level 3 Credit 5**

PARTICLE BOARD MANUFACTURING: Prepare wood furnish for particle board manufacture

This unit is for learners who are, or intend to be, employed in the particleboard manufacturing sector of the wood panels manufacturing industry. Learners completing the unit will be able to process input wood particles (including shavings, sawdust, wood flakes and wood chips) into the distribution of sizes that is required for particleboard manufacture and add required additives.

Advisory Group : Wood Panels

Unit Standard 728 * # Level 3 Credit 8**

PLYWOOD MANUFACTURING: Glue plywood veneers

This unit is for learners working, or intending to work, in the plywood manufacturing sector of the wood panels industry. Learners completing the unit will be able to mix plywood glue to meet company and legislative requirements, and solve gluing problems.

Advisory Group : Wood Panels

Unit Standard 727 * # Level 3 Credit 8**

PLYWOOD MANUFACTURING: Grade plywood veneers and panels

This unit is for learners working, or intending to work, in the plywood manufacturing sector of the wood panels industry. Learners completing the unit will be able to grade both completed plywood panels and their constituent veneers to the appropriate New Zealand Standards.

Advisory Group : Wood Panels

Unit Standard 726 * # Level 4 Credit 5**

PLYWOOD MANUFACTURING: Clip and grade plywood veneers

This unit is for learners who are, or intend to be, employed in the plywood manufacturing sector of the wood panels manufacturing industry. Learners completing the unit will be able to operate a veneer clipper to cut continuous veneer into sheets for further processing into plywood panels, and grade, sort and stack sheets.

Advisory Group : Wood Panels

Unit Standard 725 * # Level 4 Credit 10**

PLYWOOD MANUFACTURING: Peel logs into veneers for plywood manufacture

This unit is for learners who are, or intend to be, employed in the plywood manufacturing sector of the wood panels manufacturing industry. Learners completing the unit will be able to peel input logs into veneers that will be further processed into plywood.

Advisory Group : Wood Panels

Unit Standard 733 * # Level 2 Credit 8**

VENEER MANUFACTURING: Cut and glue veneer leaves

This unit is for learners working, or intending to work, in the veneer slicing sector of the wood panels industry. Learners completing the unit will be able to cut and edge-glue input veneer leaves.

Advisory Group : Wood Panels

Unit Standard 734 * # Level 2 Credit 8**

VENEER MANUFACTURING: Make layons from veneer leaves

This unit is for learners working, or intending to work, in the veneer slicing sector of the wood panels industry. Learners completing the unit will be able to spice and mend veneer leaves to meet customer specifications.

Advisory Group : Wood Panels

Unit Standard 735 * # Level 2 Credit 5**

VENEER MANUFACTURING: Manufacture veneer edging tape

This unit is for learners working, or intending to work, in the veneer slicing sector of the wood panels industry. Learners completing the unit will be able to use a variety of equipment to produce pre-glued veneer edging tape.

Advisory Group : Wood Panels

Unit Standard 729 * # Level 2 Credit 2**

VENEER MANUFACTURING: Measure moisture content of veneers and plywood panels

This unit is for learners working, or intending to work, in the veneer slicing and plywood manufacturing sectors of the wood panels industry. Learners completing the unit will be able to measure the moisture content (MC) of wood veneers and plywood panels using handheld electrical (resistance or capacitance) moisture meters.

Advisory Group : Wood Panels

Unit Standard 730 * # Level 2 Credit 6**

VENEER MANUFACTURING: Prepare flitches for slicing into veneers

This unit is for learners working, or intending to work, in the veneer slicing sector of the wood panels industry. Learners completing the unit will be able to soften input timber flitches and buzz them square for further processing.

Advisory Group : Wood Panels

Unit Standard 732 * # Level 3 Credit 10**

VENEER MANUFACTURING: Clip and grade veneers

This unit is for learners working, or intending to work, in the veneer slicing sector of the wood panels industry. Learners completing the unit will be able to operate a veneer clipper to cut veneer leaves to size, and grade, stack and bundle leaves.

Advisory Group : Wood Panels

Unit Standard 731 * # Level 4 Credit 14**

VENEER MANUFACTURING: Slice flitches into veneer leaves

This unit is for learners working, or intending to work, in the veneer slicing sector of the wood panels industry. Learners completing the unit will be able to set up and operate a slicing machine to cut veneer leaves from input timber flitches.

Advisory Group : Wood Panels

Unit Standard 691 * # Level 1 Credit 5**

WOOD PANEL MANUFACTURING SKILLS: Demonstrate knowledge of the wood panels industry

This unit is for learners who are, or intend to be, employed in the wood panel manufacturing industry, and is intended as a basis and context for further learning within the industry. Learners completing the unit will be able to demonstrate an understanding of the current key features of the NZ wood panel manufacturing industry.

Advisory Group : Wood Panels

Unit Standard 693 * # Level 2 Credit 2**

WOOD PANEL MANUFACTURING SKILLS: Demonstrate knowledge of basic wood structure for wood panels manufacturing

This unit is for learners who are, or intend to be, employed in the wood panels manufacturing industry. The unit introduces the key characteristics of wood that affect the way it is processed. Learners completing the unit will be able to explain the basic characteristics of wood structure that are significant to the timber processing industry.

Advisory Group : Wood Panels

Unit Standard 692 * # Level 2 Credit 5**

WOOD PANEL MANUFACTURING SKILLS: Demonstrate knowledge of wood panel products

This unit is for learners who are, or intend to be, employed in the wood panel manufacturing industry. Learners completing the unit will be able to describe in general terms the product characteristics and manufacturing processes of NZ wood panels products.

Advisory Group : Wood Panels

Unit Standard 702 * # Level 2 Credit 6**

WOOD PANEL MANUFACTURING SKILLS: Stack and package wood panels

This unit is for learners who are, or intend to be, employed in the wood panels manufacturing industry. Learners completing the unit will be able to stack and package manufactured wood panels and panel packs.

Advisory Group : Wood Panels

Unit Standard 703 * # Level 3 Credit 7**

WOOD PANEL MANUFACTURING SKILLS: Provide thermal energy for wood panels manufacturing

This unit is for learners who are, or intend to be, employed in the wood panels manufacturing industry, and is aimed at learners who have responsibility for providing thermal energy used in the drying and pressing of wood furnish for the manufacture of reconstituted wood panels. Learners completing the unit will be able to operate and monitor their plantís thermal energy centre.

Advisory Group : Wood Panels

Unit Standard 695 * # Level 4 Credit 4**

WOOD PANEL MANUFACTURING SKILLS: Apply bonding agents for wood panel manufacture

This unit is for learners who are, or intend to be, employed in the wood panels manufacturing industry.

Learners completing the unit will be able to apply bonding agents to the wood materials used in the manufacture of wood panel products. This unit is not for learners in the hardboard/insulating board manufacturing sector. The relevant unit for such learners is Unit 709, Manage bonding processes for hardboard manufacture.

Advisory Group : Wood Panels

Unit Standard 694 * # Level 4 Credit 4**

WOOD PANEL MANUFACTURING SKILLS: Dry wood furnish for wood panels manufacture

This unit is for learners who are, or intend to be, employed in the wood panels manufacturing industry. Learners completing the unit will be able to reduce the moisture content of input wood material to a level suitable for further processing into wood-based panels using drum dryers, flashtube dryers or veneer dryers.

Advisory Group : Wood Panels

Unit Standard 696 * # Level 4 Credit 4**

WOOD PANEL MANUFACTURING SKILLS: Form wood furnish for pressing into wood panels

This unit is for learners who are, or intend to be, employed in the wood panels manufacturing industry. Learners completing the unit will be able to process input glued wood furnish into the form that is required for pressing in to the specified finished wood panel product. This unit does not include pre-pressing. This unit is not for learners in the hardboard/insulating board manufacturing sector. The relevant unit for such learners is Unit 710, Form wood furnish for hardboard and insulating board manufacture.

Advisory Group : Wood Panels

Unit Standard 700 * # Level 4 Credit 4**

WOOD PANEL MANUFACTURING SKILLS: Grade wood panels visually

This unit is for learners who are, or intend to be, employed in the wood panels manufacturing industry. Learners completing the unit will be able to recognise defects in wood panels as defined by company policy and take effective action. This unit is not for learners in the plywood manufacturing sector. The relevant unit for such learners is Unit 727, Grade plywood veneers and panels.

Advisory Group : Wood Panels

Unit Standard 697 * # Level 4 Credit 8**

WOOD PANEL MANUFACTURING SKILLS: Press formed wood furnish into wood panels

This unit is for learners who are, or intend to be, employed in the wood panels manufacturing industry. Learners completing the unit will be able to press input mattresses or lay-ups into wood panels with the required thickness, density and bonding characteristics, ready for finishing.

Advisory Group : Wood Panels

Unit Standard 707 * # Level 4 Credit 9**

WOOD PANEL MANUFACTURING SKILLS: Regulate formaldehyde emissions from wood panel products

The unit is for technical and supervisory staff in the wood panels manufacturing industry. Learners completing the unit will be able to test wood panels and meet customer requirements for formaldehyde emissions.

Advisory Group : Wood Panels

Unit Standard 699 * # Level 4 Credit 8**

WOOD PANEL MANUFACTURING SKILLS: Sand wood panels

This unit is for learners who are, or intend to be, employed in the wood panels manufacturing industry. Learners completing the unit will be able to operate belt sanders to reduce input pressed wood panels to required thickness and surface finish.

Advisory Group : Wood Panels

Unit Standard 698 * # Level 4 Credit 4**

WOOD PANEL MANUFACTURING SKILLS: Saw wood panels to market sheet sizes

This unit is for learners who are, or intend to be, employed in the wood panels manufacturing industry. Learners completing the unit will be able to operate panel or trim saws to cut pressed wood panels to required length and width.

Advisory Group : Wood Panels

Unit Standard 701 * # Level 4 Credit 10**

WOOD PANEL MANUFACTURING SKILLS: Test wood panels and constituent materials

This unit is for learners who are, or intend to be, employed in technical sections or laboratories in the wood panel manufacturing industry. Learners completing the unit will be able to carry out a range of routine tests of wood panels.

Advisory Group : Wood Panels

Unit Standard 705 * # Level 5 Credit 9**

WOOD PANEL MANUFACTURING SKILLS: Manage technical aspects of drying operations for wood panels manufacturing

This unit is for learners who are or intend to be employed in the wood panels manufacturing industry, and is aimed at learners, such as production managers and some operators, who have responsibility for production supervision of the drying of wood furnish for the manufacture of reconstituted wood panels. Learners completing the unit will be able to establish operating parameters for dryers and solve production problems relating to drying.

Advisory Group : Wood Panels

Unit Standard 706 * # Level 5 Credit 9**

WOOD PANEL MANUFACTURING SKILLS: Manage technical aspects of gluing operations for wood panels manufacturing

This unit is for learners who are, or intend to be, employed in the wood panels manufacturing industry, and is aimed at learners, such as production managers and some operators, who have responsibility for production supervision of the gluing of wood furnish for the manufacture of reconstituted wood panels. Learners completing the unit will be able to apply knowledge of the nature of glues and their effects on wood furnish in order to formulate glue recipes.

Advisory Group : Wood Panels

Unit Standard 704 * # Level 5 Credit 9**

WOOD PANEL MANUFACTURING SKILLS: Manage technical aspects of thermal energy raising operations for wood panels manufacturing

This unit is for learners who are, or intend to be employed in the wood panels manufacturing industry, and is aimed at learners, such as production managers and some operators, who have responsibility for production supervision of the raising of thermal energy. Learners completing the unit will be able to apply principles of combustion to establish operating parameters for energy centres and to solve heat raising problems.

Advisory Group : Wood Panels

PLANNING AND CONSTRUCTION

Construction Trade Skills

Unit Standard 599 Level 2 Credit 6

CARPENTRY SKILLS: Describe, select, use safely and maintain carpentry hand tools

This unit will enable the learner to identify, select, use and maintain common carpentry tools.

Advisory Group : Core Construction (Carpentry)

Unit Standard 601 **Level 3** **Credit 6**

CARPENTRY SKILLS: Use and maintain portable power tools used in construction work

This unit enables the learner to use the portable power tools used on construction sites.

Advisory Group : Core Construction (Carpentry)

Unit Standard 617 **Level 3** **Credit 5**

CONSTRUCTION SITE SKILLS: Erect timber and metal scaffolds

This unit will enable the learner to erect or construct scaffolds to the requirements of the Construction Regulations in timber, steel or aluminium.

Advisory Group : Core Construction (Carpentry)

Construction Trades

Unit Standard 549 **Level 1** **Credit 2**

ARCHITECTURAL ALUMINIUM JOINERY: Follow safe working practices in the aluminium joinery workshop

This unit is for entry level learners. Learners completing the unit will be able to follow safe working practices and develop safe working habits in the aluminium joinery workshop.

Advisory Group : Architectural Aluminium Joinery

Unit Standard 554 **Level 2** **Credit 3**

ARCHITECTURAL ALUMINIUM JOINERY: Assemble aluminium joinery products

This unit is for learners employed in the aluminium joinery industry. Learners completing the unit will be able to make the joints, assemble and seal aluminium joinery products.

Advisory Group : Architectural Aluminium Joinery

Unit Standard 557 **Level 2** **Credit 2**

ARCHITECTURAL ALUMINIUM JOINERY: Check, store and load aluminium joinery products

This unit is for learners employed in the aluminium joinery industry. Learners completing the unit will be able to check, store, prepare, pack and load aluminium joinery products for transportation.

Advisory Group : Architectural Aluminium Joinery

Unit Standard 550 **Level 2** **Credit 4**

ARCHITECTURAL ALUMINIUM JOINERY: Demonstrate knowledge of the aluminium joinery industry

This unit is a theory based unit for entry level learners to the aluminium joinery industry or those learners needing to acquire background knowledge. Learners completing the unit will be able to demonstrate knowledge of the processing characteristics, properties and finishing of raw material used in the processing sequence for architectural aluminium joinery products and their uses in buildings.

Advisory Group : Architectural Aluminium Joinery

Unit Standard 551 **Level 2** **Credit 2**

ARCHITECTURAL ALUMINIUM JOINERY: Store, handle and check aluminium joinery extrusions and components

This unit is for those entering or employed in the aluminium joinery industry. Learners completing the unit will be able to store and handle extrusions and components and complete a quality check on extrusions and components.

Advisory Group : Architectural Aluminium Joinery

Unit Standard 553 **Level 3** **Credit 3**

ARCHITECTURAL ALUMINIUM JOINERY: Cut and machine aluminium extrusions

This unit is for learners employed in the aluminium joinery industry. Learners completing the unit will be able to cut and machine aluminium extrusions.

Advisory Group : Architectural Aluminium Joinery

Unit Standard 556 **Level 3** **Credit 2**

ARCHITECTURAL ALUMINIUM JOINERY: Glaze aluminium joinery products

This unit is for learners employed in the aluminium joinery industry and the glazing industry. Learners completing the unit will be able to glaze aluminium joinery products to New Zealand standards specifications.

Advisory Group : Architectural Aluminium Joinery

Unit Standard 555 **Level 3** **Credit 2**

ARCHITECTURAL ALUMINIUM JOINERY: Prepare and fit timber reveals for aluminium joinery products

This unit is for learners employed in the aluminium joinery industry. Learners completing the unit will be able to select timber, measure, cut and fit timber reveals to aluminium joinery products.

Advisory Group : Architectural Aluminium Joinery

Unit Standard 552 **Level 4** **Credit 3**

ARCHITECTURAL ALUMINIUM JOINERY: Comply with aluminium joinery industry standards

This is a theory based unit for learners with some supervisory responsibility in the aluminium joinery industry. Learners completing the unit will be able to identify, interpret and comply with the standards applicable to the aluminium joinery industry.

Advisory Group : Architectural Aluminium Joinery

Unit Standard 560 **Level 4** **Credit 8**

ARCHITECTURAL ALUMINIUM JOINERY: Install commercial aluminium joinery products

This unit is for learners employed in the architectural aluminium joinery industry. Learners completing the unit will be able to complete on site installation of commercial products to comply with New Zealand standards.

Advisory Group : Architectural Aluminium Joinery

Unit Standard 559 **Level 4** **Credit 8**

ARCHITECTURAL ALUMINIUM JOINERY: Install residential aluminium joinery products including conservatories

This unit is for learners employed in the aluminium joinery industry. Learners completing the unit will be able to install residential joinery products including conservatories.

Advisory Group : Architectural Aluminium Joinery

Unit Standard 558 **Level 4** **Credit 3**

ARCHITECTURAL ALUMINIUM JOINERY: Produce a quote for aluminium joinery products using a computer based system

This unit is for learners employed in the aluminium joinery industry. Learners completing the unit will be able to produce a quote from a window schedule for an aluminium joinery installation and all accompanying factory printouts and reports for cutting and assembling the products using a computer based system.

Advisory Group : Architectural Aluminium Joinery

Unit Standard 1696 * # Level 2** **Credit 2**

CONCRETE ROOF TILING: Demonstrate work habits required by the concrete roof tiling industry

People credited with this unit will have identified and demonstrated the work habits required of a concrete roof tiler by the concrete roof tiling industry.

Advisory Group : Concrete Roof Tiling

Unit Standard 1695 * # Level 2** **Credit 2**

CONCRETE ROOF TILING: Describe the general requirements of the Health and Safety in Employment Act and meet the requirements of employees

People credited with this unit will be able to outline the general requirements of the Health and Welfare in Employment Act 1992, meet the general requirements of employees under the Act, and be able to identify specific areas of focus for concrete roof tilers.

Advisory Group : Concrete Roof Tiling

Unit Standard 1683 * # Level 2** **Credit 4**

CONCRETE ROOF TILING: Describe the principles of concrete roof tile design and use

People credited with this unit will be able to describe the principles of tile design, tile components and their functions, specialist ancillary tiles, and outline the waytiles and ancillary tiles are used to create a roof. They will also be able to describe the types and installation limitations for the range of tiles they may be required to fix.

Advisory Group : Concrete Roof Tiling

Unit Standard 1682 * # Level 2** **Credit 2**

CONCRETE ROOF TILING: Identify the roles and functions, and standards applying in the concrete roof tiling industry

People credited with this unit will be able to outline the concrete roof tiling industry to identify the roles and functions in the industry which enable defined standards to be met and a concrete tile roof to be installed to the requirements of the client.

Advisory Group : Concrete Roof Tiling

Unit Standard 1693 * # Level 2** **Credit 3**

CONCRETE ROOF TILING: Sketch concrete roof tiling details

People credited with this unit will be able to produce clear freehand sketches to communicate concrete roof tiling details to colleagues, builders and others on roofing sites. They will also be able to sketch a range of finishes at roof terminations as a preliminary to practical completion of the work involved.

Advisory Group : Concrete Roof Tiling

Unit Standard 1697 * # Level 3** **Credit 1**

CONCRETE ROOF TILING: Complete concrete roof tiler's work on site

People credited with this unit will be able to finish the work required of the roof tiler on site and carry out a final check of the roof to ensure it meets the requirements of the job sheet and site specification.

Advisory Group : Concrete Roof Tiling

Unit Standard 1699 * # Level 3** **Credit 2**

CONCRETE ROOF TILING: Describe the characteristics and special fixing requirements of clay roof tiles

People credited with this unit will be able to describe the characteristics of clay roof tiles and identify where fixing procedures differ from concrete roof tiles.

Advisory Group : Concrete Roof Tiling

Unit Standard 1684 * # Level 3** **Credit 2**

CONCRETE ROOF TILING: Describe the principles of manufacturing and control testing of concrete roof tiles

People credited with this unit will be able to describe the manufacturing process for concrete roof tiles and ancillary tiles and to outline the range of tests undertaken to ensure tile quality meets the requirements of New Zealand Standard 4206:1992.

Advisory Group : Concrete Roof Tiling

Unit Standard 1686 * # Level 3** **Credit 5**

CONCRETE ROOF TILING: Fix battens for concrete and clay roof tiles

People credited with this unit will be able to calculate the set out for concrete and clay roof tiles, mark the set out on the roof, load battens onto the roof and cut and fix them in accordance with the requirements of N.Z.S. 4206:1992.

Advisory Group : Concrete Roof Tiling

Unit Standard 1689 * # Level 3** **Credit 4**

CONCRETE ROOF TILING: Fix full concrete roof tiles

People credited with this unit will be able to lay and fix full concrete roof tiles in accordance with the job sheet and to the requirements of New Zealand Standard 4206:1992, using work practices which minimise the risk of personal injury and danger to others.

Advisory Group : Concrete Roof Tiling

Unit Standard 1690 * # Level 3** **Credit 4**

CONCRETE ROOF TILING: Fix part concrete roof tiles

People credited with this unit will be able to measure, mark, cut and fix part concrete roof tiles using hand and power tools without damage to materials, injury to themselves or danger to others. They will also be able to install vermin proofing correctly and leave the roof ready for fitting ancillary tiles.

Advisory Group : Concrete Roof Tiling

Unit Standard 1687 * # Level 3** **Credit 4**

CONCRETE ROOF TILING: Fix underlay for concrete roof tiles

People credited with this unit will be able to describe the composition and purpose of underlays and lay underlay to meet all lap, support, water run-off and fixing requirements. They will also be able to work safely on an underlayed roof and repair any damage to the underlay.

Advisory Group : Concrete Roof Tiling

Unit Standard 1694 * # Level 3** **Credit 6**

CONCRETE ROOF TILING: Install finishes at concrete tile roof terminations

People credited with this unit will be able to mix laying and pointing mortar, and use hand and portable power tools to form a range of finishes at hips, valleys, gable ends, sawtooths and mansard pitch changes to provide roof terminations which are weathertight, structurally sound and of acceptable appearance.

Advisory Group : Concrete Roof Tiling

Unit Standard 1691 * # Level 3** **Credit 4**

CONCRETE ROOF TILING: Install lead flashings to concrete roof tiles

People credited with this unit will be able to describe lead used as a flashing material, its working characteristics and requirements, and to fit and fix lead flashings specified as the work of the concrete roof tiler. They will also be able to ensure the work is watertight, to line, and finished to avoid damage to the lead or other roofing materials.

Advisory Group : Concrete Roof Tiling

Unit Standard 1688 * # Level 3** **Credit 4**

CONCRETE ROOF TILING: Load concrete roof tiles onto a roof

People credited with this unit will be able to operate a tile elevator safely, receive and distribute tiles from the elevator head and take and stack lifts of tiles as required for the shape and pitch of the roof. They will also be able to set up and use a tile trolley, load a roof from a crane-lifted pallet and to work in a manner which minimises risk of personal injury or danger to others.

Advisory Group : Concrete Roof Tiling

Unit Standard 1698 * # Level 3** **Credit 6**

CONCRETE ROOF TILING: Re-roof an existing concrete tile roof with concrete tiles

People credited with this unit will be able to remove an existing concrete tile roof, arrange temporary weatherproofing and install the new roof to the requirements of the site specification.

Advisory Group : Concrete Roof Tiling

Unit Standard 1685 * # Level 4** **Credit 5**

CONCRETE ROOF TILING: Carry out preliminary site check for concrete roof tiling

People credited with this unit will be able to check a concrete roof tiling site for readiness for roof installation to include checking delivered materials for quantity and quality, and the state of the roof construction. They will also be able to interpret job sheets and related job instructions relating to concrete roof tiling work, and check for hazards and plan preventative action.

Advisory Group : Concrete Roof Tiling

Unit Standard 1692 * # Level 4** **Credit 3**

CONCRETE ROOF TILING: Inspect the installation of specialist flashings to concrete roof tiles

People credited with this unit will be able to describe specialist flashing materials and their uses and inspect their installation to ensure they meet the structural and visual requirements of the concrete tile roof.

Advisory Group : Concrete Roof Tiling

Unit Standard 602 **Level 2** **Credit 1**

CARPENTRY: Apply the principles of linear measurement systems to building calculations for carpentry

This unit will enable the learner to calculate building linear measurements. It leads to setting out of structural members and buildings.

Advisory Group : Core Construction (Carpentry)

Unit Standard 608 **Level 2** **Credit 8**

CARPENTRY: Construct residential foundations

This unit will enable the learner to construct residential foundations to suit all types of construction.

Advisory Group : Core Construction (Carpentry)

Unit Standard 612 **Level 2** **Credit 6**

CARPENTRY: Construct sub-floor and floor framing

This unit will enable the learner to construct sub-floor and floor framing and lay floors for residential buildings.

Advisory Group : Core Construction (Carpentry)

Unit Standard 603 **Level 2** **Credit 3**

CARPENTRY: Evaluate and select timber

This unit will enable the learner to select timber of the correct grade and treatment for the intended use.

Advisory Group : Core Construction (Carpentry)

Unit Standard 607 **Level 2** **Credit 5**

CARPENTRY: Excavate and prepare for residential footings and slab on ground

This unit will enable the learner to excavate and prepare for footings and slab on ground for all residential and light commercial construction.

Advisory Group : Core Construction (Carpentry)

Unit Standard 610 **Level 2** **Credit 3**

CARPENTRY: Fabricate and place reinforcing steel

This unit will enable the learner to understand the types and functions of, and to fabricate and place, reinforcing steel on site.

Advisory Group : Core Construction (Carpentry)

Unit Standard 600 **Level 2** **Credit 3**

CARPENTRY: Use circular saws, surface planer and thicknesser, to machine timber

This unit enables the learner to competently use woodworking machines found on construction sites.

Advisory Group : Core Construction (Carpentry)

Unit Standard 609 **Level 3** **Credit 4**

CARPENTRY: Construct formwork for footings, floors and walls to 1.2m high

This unit will enable the learner to construct formwork for footings, floors and low walls for residential and light commercial construction.

Advisory Group : Core Construction (Carpentry)

Unit Standard 614 **Level 3** **Credit 8**

CARPENTRY: Construct gable and hip roofs

This unit will enable the learner to construct gable and hip roofs, using standard rafter construction or trusses, to the requirements of NZS 3604.

Advisory Group : Core Construction (Carpentry)

Unit Standard 625 **Level 3** **Credit 4**

CARPENTRY: Construct pole frames and pole platforms for residential buildings

This unit will enable the learner to construct pole platforms and pole frames on sloping sites for residential buildings.

Advisory Group : Core Construction (Carpentry)

Unit Standard 627 **Level 3** **Credit 6**

CARPENTRY: Construct retaining walls

This unit will enable the learner to construct retaining walls of timber and reinforced masonry and concrete and to supervise the construction of other retaining walls.

Advisory Group : Core Construction (Carpentry)

Unit Standard 626 **Level 3** **Credit 4**

CARPENTRY: Construct timber stairs and ramps

This unit will enable the learner to set out and construct all types of timber stairs and ramps.

Advisory Group : Core Construction (Carpentry)

Unit Standard 613 **Level 3** **Credit 9**

CARPENTRY: Construct wall framing

This unit will enable the learner to construct wall frames to the requirements of NZS 3604.

Advisory Group : Core Construction (Carpentry)

Unit Standard 634 **Level 3** **Credit 3**

CARPENTRY: Examine alternative building methods for residential and light commercial construction

This unit will enable the learner to outline the principles of design and construction of alternative building methods for residential and light commercial buildings.

Advisory Group : Core Construction (Carpentry)

Unit Standard 618 **Level 3** **Credit 6**

CARPENTRY: Fix exterior claddings

This unit will enable the learner to fix the wall claddings listed and detail the installation of other claddings to the requirements of NZS 3604 and other relevant standards.

Advisory Group : Core Construction (Carpentry)

Unit Standard 623 **Level 3** **Credit 5**

CARPENTRY: Fix interior linings

This unit will enable the learner to fix interior wall linings, including laminate sheets and interior trim, to residential and commercial buildings.

Advisory Group : Core Construction (Carpentry)

Unit Standard 619 **Level 3** **Credit 5**

CARPENTRY: Install exterior and interior joinery

The unit will enable the learner to install correctly exterior and interior joinery, to residential and light commercial buildings.

Advisory Group : Core Construction (Carpentry)

Unit Standard 620 **Level 3** **Credit 5**

CARPENTRY: Install metal roof coverings

This unit will enable the learner to fix corrugated roofing and supervise the installation of other metal roofs to the requirements of the relevant NZ Standard.

Advisory Group : Core Construction (Carpentry)

Unit Standard 611 **Level 3** **Credit 7**

CARPENTRY: Manufacture and place concrete

This unit will enable the learner to manufacture and place concrete, with the desired qualities in residential and light commercial construction, and to detail the practices for undertaking remedial work with concrete.

Advisory Group : Core Construction (Carpentry)

Unit Standard 628 **Level 3** **Credit 4**

CARPENTRY: Organise the construction of concrete masonry structures and paving

This unit will enable the learner to select and order materials and to supervise and assist in building concrete masonry structures and paving for residential and light commercial buildings.

Advisory Group : Core Construction (Carpentry)

Unit Standard 635 **Level 3** **Credit 4**

CARPENTRY: Outline the requirements of glulam timber construction and erect glulam components

This unit will enable the learner to explain glulam timber construction and erect glulam timber units for residential and light commercial buildings.

Advisory Group : Core Construction (Carpentry)

Unit Standard 631 **Level 3** **Credit 4**

CARPENTRY: Plan for residential alterations or additions in co-ordination with the household client

This unit will enable the learner to outline the planning and co-ordination requirements for residential alterations and additions so that the minimum disruptions occur in the client household.

Advisory Group : Core Construction (Carpentry)

Unit Standard 633 **Level 3** **Credit 2**

CARPENTRY: Select and evaluate the use of construction equipment

This unit enables the learner to identify, select, cost and care for a range of items of construction equipment, used on residential and commercial construction sites.

Advisory Group : Core Construction (Carpentry)

Unit Standard 624 **Level 3** **Credit 4**

CARPENTRY: Select and install residential and commercial building hardware

This unit will enable the learner to identify, select, and install fastenings, and residential and commercial hardware items.

Advisory Group : Core Construction (Carpentry)

Unit Standard 629 **Level 3** **Credit 3**

CARPENTRY: Select and use adhesives and sealants in construction work

This unit enables the learner to select and use adhesives and sealants in a variety of situations in construction work.

Advisory Group : Core Construction (Carpentry)

Unit Standard 621 **Level 3** **Credit 3**

CARPENTRY: Supervise the installation of concrete tile fibre cement and flexible sheet roofing, and fix timber shingles

This unit will enable the learner to supervise the installation of concrete tile, fibre cement and flexible sheet roofing and to fix timber shingles.

Advisory Group : Core Construction (Carpentry)

Unit Standard 616 **Level 4** **Credit 3**

CARPENTRY: Carry out associated carpentry work for sub-contractors

This unit will enable the learner to attend on, cut for and make good, after the work of sub-contractors on residential and commercial construction.

Advisory Group : Core Construction (Carpentry)

Unit Standard 630 **Level 4** **Credit 8**

CARPENTRY: Construct high wall, column, beam, slab, and stair formwork

At the completion of this unit, the learner will be able to erect all common formwork to the standard required for commercial buildings.

Advisory Group : Core Construction (Carpentry)

Unit Standard 615 **Level 4** **Credit 4**

CARPENTRY: Construct roofs with sloping ceilings, dormers, unequal pitch and splayed ends

This unit will enable the learner to construct roofs with sloping ceilings, dormers, unequal pitches and splayed ends to the requirements of NZS 3604.

Advisory Group : Core Construction (Carpentry)

Unit Standard 636 **Level 4** **Credit 3**

CARPENTRY: Interpret working drawings and specifications and prepare quantity lists

This unit will enable learners to take responsibility for calculating and ordering materials for a single storied residential building.

Advisory Group : Core Construction (Carpentry)

Unit Standard 605 **Level 4** **Credit 2**

CARPENTRY: Set out a building

This unit enables the learner to set out accurately a building on a construction site.

Advisory Group : Core Construction (Carpentry)

Unit Standard 606 **Level 4** **Credit 3**

CARPENTRY: Take levels on building sites

This unit will enable the learner to take levels on building sites, and prepare cross sections and contour plans for foundation heights and drainage levels.

Advisory Group : Core Construction (Carpentry)

Unit Standard 646 **Level 5** **Credit 1**

CARPENTRY: Describe the effects of temperature and moisture on building materials and the precautions taken to minimise these effects

This unit will enable the learner to describe the possible deterioration of building materials by the effects of temperature and moisture and the precautions taken to minimise these effects.

Advisory Group : Core Construction (Carpentry)

Unit Standard 644 **Level 5** **Credit 1**

CARPENTRY: Describe the principles of site organisation for commercial contracts

This unit will enable the learner to outline the responsibilities of all personnel involved in the administration of a building contract.

Advisory Group : Core Construction (Carpentry)

Unit Standard 641 **Level 5** **Credit 1**

CARPENTRY: Describe the taking and billing of quantities and the formulation of costs for a commercial building

This unit will enable the learner to describe the compilation of a priced bill of quantities.

Advisory Group : Core Construction (Carpentry)

Unit Standard 647 **Level 5** **Credit 2**

CARPENTRY: Outline building requirements for building services

This unit will enable the learner to outline building requirements for building services.

Advisory Group : Core Construction (Carpentry)

Unit Standard 638 **Level 5** **Credit 2**

CARPENTRY: Outline construction principles for sheet piling, shoring, underpinning and centres for commercial construction sites

This unit will enable the learner to supervise the safe construction of support systems to excavations and buildings on all construction sites.

Advisory Group : Core Construction (Carpentry)

Unit Standard 639 **Level 5** **Credit 2**

CARPENTRY: Outline the construction of buildings with pre-cast concrete and structural steel frames

This unit will enable the learner to outline the construction of buildings with pre-cast concrete and structural steel frames.

Advisory Group : Core Construction (Carpentry)

Unit Standard 649 **Level 5** **Credit 1**

CARPENTRY: Outline the construction requirements for ceramic tiles, reconstituted and natural polished stone panels and flooring

This unit will enable the learner to describe the installation and finish of ceramic tiles, reconstituted and natural polished stone in construction work.

Advisory Group : Core Construction (Carpentry)

Unit Standard 637 **Level 5** **Credit 1**

CARPENTRY: Outline the different types of soils encountered in excavations and the types of commercial foundations used for various conditions

This unit will enable the learner to outline the different types of soils used in excavations and the various types of commercial foundations.

Advisory Group : Core Construction (Carpentry)

Unit Standard 650 **Level 5** **Credit 1**

CARPENTRY: Outline the methods of construction for fire resistance and the control of sound

This unit will give the learner an appreciation of the construction requirements for fire resistance and sound insulation and absorption.

Advisory Group : Core Construction (Carpentry)

Unit Standard 640 **Level 5** **Credit 2**

CARPENTRY: Outline the principles of construction for access floors, suspended ceilings and proprietary partitions

This unit will enable the learner to outline the construction of access floors, suspended ceilings and proprietary partitioning for commercial buildings.

Advisory Group : Core Construction (Carpentry)

Unit Standard 645 **Level 5** **Credit 1**

CARPENTRY: Outline the principles of structural design

This unit will enable the learner to outline the principles of structural design of commercial buildings.

Advisory Group : Core Construction (Carpentry)

Unit Standard 648 **Level 5** **Credit 1**

CARPENTRY: Outline the uses of non-structural exterior cladding, commercial exterior joinery, glazing and coatings

This unit will enable the learner to describe the uses, installation and application of non-structural exterior claddings, commercial exterior joinery glazing and coatings.

Advisory Group : Core Construction (Carpentry)

Painting and Decorating

Unit Standard 1073 * # Level 2** **Credit 2**

DECORATING: Describe, select, use and maintain paint brushes

People credited with this unit will be able to describe, select, use and maintain paint brushes.

Advisory Group : Painting and Decorating

Unit Standard 1071 * # Level 2** **Credit 2**

DECORATING: Describe, select, use and maintain paint rollers

People credited with this unit will be able to describe, select, use and maintain paint rollers.

Advisory Group : Painting and Decorating

Unit Standard 1080 * # Level 3** **Credit 5**

DECORATING: Apply surface coatings to new and previously coated cement and plaster surfaces

People credited with this unit will be able to prepare cement and plaster surfaces and apply surface coatings.

Advisory Group : Painting and Decorating

Unit Standard 1079 * # Level 3** **Credit 7**

DECORATING: Apply surface coatings to new and previously coated timber and reconstituted wood surfaces

People credited with this unit will be able to identify timbers and reconstituted wood products, recognise defects and faults in timbers and reconstituted wood products, use fillers and stoppers, use abrasives and preparatory systems and apply surface coatings.

Advisory Group : Painting and Decorating

Unit Standard 1075 * # Level 3** **Credit 2**

DECORATING: Prepare for hanging wallpapers and friezes

People credited with this unit will be able to prepare for hanging wallpaper. It is a pre-requisite for Unit 1076, Hang wallpapers and friezes.

Advisory Group : Painting and Decorating

Unit Standard 1070 * # Level 4** **Credit 4**

DECORATING: Bleach and blonde timber, make and use stencils and form bands or lines on surfaces

People credited with this unit will be able to bleach timber, blonde timber, make and use stencils and form bands or lines on surfaces.

Advisory Group : Painting and Decorating

Unit Standard 1067 * # Level 4** **Credit 5**

DECORATING: Describe the components, properties and possible defects of residential surface coatings

People credited with this unit will be able to describe the components, properties and possible defects of surface coatings normally used in residential situations.

Advisory Group : Painting and Decorating

Unit Standard 1077 * # Level 4** **Credit 4**

DECORATING: Hang specialised wallcoverings

People credited with this unit will be able to identify specialised wallcoverings, apply adhesives, hang wallcoverings and remedy defects and faults.

Advisory Group : Painting and Decorating

Unit Standard 1078 * # Level 4** **Credit 4**

DECORATING: Hang vinyl wallcoverings

People credited with this unit will be able to identify vinyl wallcoverings, apply adhesives, hang vinyl wallcoverings, remedy defects and faults, and calculate costs.

Advisory Group : Painting and Decorating

Unit Standard 1076 * # Level 4** **Credit 4**

DECORATING: Hang wallpapers and friezes

People credited with this unit will be able to hang plain, patterned, lining, ceiling and textured papers and friezes. Will also be able to calculate quantities and costs.

Advisory Group : Painting and Decorating

Unit Standard 1072 * # Level 4** **Credit 4**

DECORATING: Prepare building surfaces by burning off, liquid strippers and waterblasting

People credited with this unit will be able to prepare building surfaces by burning off, liquid strippers and waterblasting, for subsequent coating.

Advisory Group : Painting and Decorating

Unit Standard 1068 * # Level 4** **Credit 4**

DECORATING: Prepare colour schemes

People credited with this unit will be able to understand the effect that colour has and prepare colour schemes.

Advisory Group : Painting and Decorating

Unit Standard 1082 * # Level 4** **Credit 5**

DECORATING: Produce broken colour and multicolour effects and blend colours on building surfaces

People credited with this unit will be able to produce broken colour and multicolour effects and blend colours on building surfaces.

Advisory Group : Painting and Decorating

Unit Standard 1063 * # Level 4** **Credit 5**

DECORATING: Simulate natural marble patterns

People credited with this unit will be able to simulate natural marble patterns.

Advisory Group : Painting and Decorating

Unit Standard 1271 * # Level 4** **Credit 5**

DECORATING: Simulate natural timber grains

People credited with this unit will be able to simulate natural timber grains.

Advisory Group : Painting and Decorating

Unit Standard 1081 * # Level 3** **Credit 4**

INDUSTRIAL COATINGS: Apply surface coatings to new and previously coated metal surfaces

People credited with this unit will be able to prepare metal surfaces and apply surface coatings.

Advisory Group : Painting and Decorating

Unit Standard 1065 * # Level 4** **Credit 5**

INDUSTRIAL COATINGS: Describe the components, properties and possible defects of industrial surface coatings

People credited with this unit will be able to describe the components, properties and possible defects of surface coatings normally used in industrial situations.

Advisory Group : Painting and Decorating

Unit Standard 1901 * # Level 4** **Credit 4**

INDUSTRIAL COATINGS: Gritblast steel surfaces

People credited with this unit will be able to gritblast steel surfaces.

Advisory Group : Painting and Decorating

Unit Standard 98 **Level 1** **Credit 5**

PAINTING AND DECORATING: Reduce exposure to health and safety hazards in painting, decorating and coating

The learner will develop knowledge of the health and safety hazards associated with the application of paints and coatings and learn safe working practices to reduce or prevent exposure to these.

Advisory Group : Painting and Decorating

Unit Standard 1902 * # Level 3** **Credit 3**

SPECIALISED COATINGS: Apply surface coatings to new and previously coated plastic surfaces

People credited with this unit will be able to prepare plastic surfaces and apply surface coatings.

Advisory Group : Painting and Decorating

Unit Standard 1074 * # Level 4** **Credit 5**

SPECIALISED COATINGS: Apply floor coatings and screeds

People credited with this unit will be able to identify floor coatings and screeds, prepare surfaces and apply floor coatings and screeds.

Advisory Group : Painting and Decorating

Unit Standard 1069 * # Level 4** **Credit 5**

SPECIALISED COATINGS: Apply texture coating systems to building surfaces

People credited with this unit will be able to prepare surfaces for, identify components and properties of, and apply texture coating systems to building surfaces.

Advisory Group : Painting and Decorating

Unit Standard 1064 * # Level 4** **Credit 5**

SPECIALISED COATINGS: Apply waterproofing coatings and membranes

People credited with this unit will be able to identify waterproofing coatings and membranes, prepare surfaces and apply waterproofing coatings and membranes.

Advisory Group : Painting and Decorating

Unit Standard 1066 * # Level 4** **Credit 5**

SPECIALISED COATINGS: Describe the components, properties and possible defects of specialised surface coatings

People credited with this unit will be able to describe the components, properties and possible defects of surface coatings normally used in specialised situations.

Advisory Group : Painting and Decorating

Unit Standard 99 **Level 1** **Credit 3**

SPRAY PAINTING: Appreciate and use colour in paint finishing

The learner will acquire a basic understanding of colour, colour terminology and colour mixing.

Advisory Group : Painting and Decorating

Unit Standard 100 **Level 2** **Credit 5**

SPRAY PAINTING: Apply liquid surface coating by airless spray techniques

A specialist unit which enables the learner to acquire the knowledge and practical skills needed to apply liquid surface coatings by airless spray.

Advisory Group : Painting and Decorating

Unit Standard 97 **Level 2** **Credit 5**

SPRAY PAINTING: Apply surface coatings by conventional spray techniques

This unit is designed to develop the skills required for the application of surface coatings by conventional spray equipment.

Advisory Group : Painting and Decorating

Plumbing, Gasfitting and Drainlaying

Unit Standard 1122 **Level 3** **Credit 3**

DRAINLAYING: Establish levels and gradients using laser equipment

People credited with this unit will establish levels and gradients using laser equipment.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1099 **Level 3** **Credit 15**

DRAINLAYING: Excavate and trench

People credited with this unit will determine positions, remove surface material, excavate, trench, make safe, dewater and reinstate to meet the requirements of the service to be installed.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1114 **Level 3** **Credit 25**

DRAINLAYING: Install a drain

People credited with this unit will be required to take responsibility for laying drains in domestic and commercial situations in an excavated trench. Those completing the unit will gain skills necessary for registration as a tradesperson.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1115 **Level 3** **Credit 15**

DRAINLAYING: Install a manhole

People credited with this unit will prepare a base and install a manhole on a drainage line in an excavated trench.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1110 **Level 3** **Credit 12**

DRAINLAYING: Install effluent disposal systems

People credited with this unit will prepare base, beds, trenches, pits and evapotranspiration beds and make fittings in an excavation.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1111 **Level 3** **Credit 4**

DRAINLAYING: Install effluent distribution box, pump and chamber

People credited with this unit will determine position, prepare base, install effluent distribution box, pump and chamber in an excavation.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1101 **Level 3** **Credit 5**

DRAINLAYING: Install interceptor traps

People credited with this unit will be able to determine positions, prepare base and install pre cast, cast in situ, polymeric and polyethylene interceptor traps.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1107 **Level 3** **Credit 4**

DRAINLAYING: Install retention tanks

People credited with this unit will be able to determine positions, prepare base, install retention tanks, grates and fittings.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1112 **Level 3** **Credit 10**

DRAINLAYING: Install septic tanks

People credited with this unit will prepare a base and make and install septic tanks and fittings in an excavation.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1118 **Level 3** **Credit 12**

DRAINLAYING: Install sewage pump station

People credited with this unit will be able to determine positions, prepare base, install sewage pumping stations, macerators, pumps, valves and fittings and perform final commissioning process.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1108 **Level 3** **Credit 8**

DRAINLAYING: Install silt traps and sumps

People credited with this unit will be able to determine positions, prepare base and install pre cast or cast in situ, silt traps or sumps.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1100 **Level 3** **Credit 6**

DRAINLAYING: Install storm water intake and outfall structures

People credited with this unit will be able to determine positions, prepare base and install pre cast or cast in situ, storm water intake and outfall structures.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1104 **Level 3** **Credit 4**

DRAINLAYING: Install sub soil drainage

People credited with this unit will prepare trench base and install sub soil drainage in an excavated trench.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1109 **Level 3** **Credit 7**

DRAINLAYING: Install surface water collection systems

People credited with this unit will be able to determine positions, prepare base and install pre cast, cast in situ, channels, open drains, kerbs and channels.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1117 **Level 3** **Credit 3**

DRAINLAYING: Install thrust, anti-scour and anchor blocks

People credited with this unit will prepare a base and install thrust, anti-scour and anchor blocks on new and existing drainage lines in an excavated trench.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1102 **Level 3** **Credit 8**

DRAINLAYING: Install trade waste interceptor traps

People credited with this unit will be able to determine positions, prepare base and install pre cast, cast in situ, polymeric and polyethylene trade waste interceptor traps.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1116 **Level 3** **Credit 10**

DRAINLAYING: Install wet and dry inspection chambers

People credited with this unit will prepare a base and install wet and dry inspection chambers on new and existing drainage lines in an excavated trench.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1106 **Level 3** **Credit 15**

DRAINLAYING: Perform maintenance on drainage systems

People credited with this unit will be able to locate, cut into, unblock drains and maintain septic tanks.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1120 **Level 3** **Credit 4**

DRAINLAYING: Select, use and maintain drainlaying hand tools

People credited with this unit will describe, select, use safely and maintain handtools to carry out drainlaying work.

Advisory Group : Plumbing, Gasfitting and Drainlaying

Unit Standard 1121 **Level 3** **Credit 8**

DRAINLAYING: Select, use and maintain drainlaying trade equipment and power tools

People credited with this unit will describe, select, use safely and maintain trade machinery and power tools to carry out drainlaying work.

Advisory Group : Plumbing, Gasfitting and Drainlaying

SCIENCES

Mathematics

Unit Standard 533 **Level 1** **Credit 3**

MATHEMATICS: Add, subtract, multiply and divide whole numbers, simple fractions and decimals

Learners completing this unit will be able to add, subtract, multiply and divide, using elementary number concepts. This unit will provide sufficient grounding to enable learners to apply these four processes in practical situations.

Advisory Group : Core Generic Skills

Unit Standard 536 **Level 1** **Credit 3**

MATHEMATICS: Calculate standard units of measurement

This unit enables learners to use standard units of measurement (including time), calculate conversions, perimeters and areas, and make approximations and estimations so that they can be applied in practical situations.

Advisory Group : Core Generic Skills

Unit Standard 534 **Level 1** **Credit 2**

MATHEMATICS: Convert ratios and percentages and calculate range and average

This unit enables learners to express fractions and decimals as percentages, to express proportion, fractions, decimals and percentages as ratio and to calculate range and average.

Advisory Group : Core Generic Skills

Unit Standard 535 **Level 1** **Credit 2**

MATHEMATICS: Read and construct basic graphs and tables

This unit enables learners to read and represent numerical information in tables, graphs and through symbols. Learners will be able to extract and present information clearly and accurately using these basic techniques.

Advisory Group : Core Generic Skills

Commercial Road Transport

Unit Standard 1735 * # Level 1** **Credit 3**

COMMERCIAL ROAD TRANSPORT SKILLS: Demonstrate knowledge of the New Zealand road transport industry

This unit is for trainees who work or intend to seek work within the New Zealand road transport industry and provides an overview of the industryís structure, its context within the national and international transport industry, major methods of road transport in use in New Zealand, the role of government and other statutory authorities, and trends within the industry. Trainees completing the module will be able to demonstrate knowledge of these features of the current New Zealand road transport industry and describe possible career paths for themselves.

Advisory Group : Commercial Road Transport

Unit Standard 1740 * # Level 2** **Credit 2**

COMMERCIAL ROAD TRANSPORT SKILLS: Obtain driver's licence for heavy trade vehicle (Class F)

This unit is for trainees who wish to obtain a driving licence for Class F (Heavy trade vehicle) and who meet the entry requirements for the licence. Trainees completing the unit will be able to complete an application for the licence test, obtain the licence and identify conditions for continuing to hold the licence.

Advisory Group : Commercial Road Transport

Unit Standard 1741 * # Level 2** **Credit 2**

COMMERCIAL ROAD TRANSPORT SKILLS: Obtain driver's licence for heavy trailer (Class L)

This unit is for trainees who wish to obtain a driving licence for Class L (heavy trailer) and who meet the entry requirements for the licence. Trainees completing the unit will be able to complete an application for the licence test, obtain the licence and identify conditions for continuing to hold the licence.

Advisory Group : Commercial Road Transport

Unit Standard 1743 * # Level 2** **Credit 2**

COMMERCIAL ROAD TRANSPORT SKILLS: Obtain driver's licence for large passenger service vehicle (Class D)

This unit is for trainees who wish to obtain a driving licence for Class D (Large passenger service vehicle) and who meet the entry requirements for the licence. Trainees completing the unit will be able to complete an application for the licence test, obtain the licence and identify conditions for continuing to hold the licence.

Advisory Group : Commercial Road Transport

Unit Standard 1742 * # Level 2** **Credit 2**

COMMERCIAL ROAD TRANSPORT SKILLS: Obtain driver's licence for small passenger service vehicle (Class C)

This unit is for trainees who wish to obtain a driving licence for Class C (Small passenger service vehicle) and who meet the entry requirements for the licence. Trainees completing the unit will be able to complete an application for the licence test, obtain the licence and identify conditions for continuing to hold the licence.

Advisory Group : Commercial Road Transport

Unit Standard 1744 * # Level 2** **Credit 2**

COMMERCIAL ROAD TRANSPORT SKILLS: Obtain driver's licence for vehicle recovery service vehicle (Class N)

This unit is for trainees who wish to obtain a driving licence for Class N (vehicle recovery service vehicle) and who meet the entry requirements for the licence. Trainees completing the unit will be able to complete an application for the licence test, obtain the licence and identify conditions for continuing to hold the licence.

Advisory Group : Commercial Road Transport

Unit Standard 1736 * # Level 3** **Credit 12**

COMMERCIAL ROAD TRANSPORT SKILLS: Drive heavy rigid commercial vehicles

This unit is for drivers of all heavy rigid vehicles exceeding 3.5 tonnes for commercial and service providers in the land transport industry. The unit will also be applicable to drivers of some vehicles of lesser weight. Trainees completing the unit will be able to carry out all operations relating to the checking, driving, parking, and securing of heavy rigid vehicles, carry out accident and emergency procedures, meet statutory requirements including driving and duty hours and driverís logbook, and meet company requirements for delivery, route and documentation.

Advisory Group : Commercial Road Transport

Unit Standard 1738 * # Level 3** **Credit 3**

COMMERCIAL ROAD TRANSPORT SKILLS: Drive heavy vehicle in off-road environments

This unit is for drivers of heavy commercial and service vehicles in off-road situations, and applies to vehicles with and without four-wheel drive capability. This unit does not apply to recreational four-wheel drive vehicles. Trainees completing the unit will be able to safely make the transfer from road to off-road situations, and drive, manoeuvre and stop the vehicle safely and with regard to environmental considerations.

Advisory Group : Commercial Road Transport

Unit Standard 1737 * # Level 3** **Credit 3**

COMMERCIAL ROAD TRANSPORT SKILLS: Drive heavy vehicle on unsealed road surfaces

This unit is for drivers of heavy vehicles for commercial and service providers in the land transport industry. Trainees completing the unit will be able to safely make the transfer from sealed to unsealed road surfaces, and drive and stop the vehicle on unsealed road surfaces. The unit applies to graded gravel and dirt roads and construction zones, but does not apply to off-road conditions (Refer to Unit 1738, Drive heavy vehicle in off-road environments).

Advisory Group : Commercial Road Transport

Unit Standard 1739 * # Level 3** **Credit 10**

COMMERCIAL ROAD TRANSPORT SKILLS: Load, convey and unload hazardous substances by road transport

This unit is for the drivers of vehicles carrying hazardous substances. Trainees completing the unit will be able to load, convey and unload hazardous substances, park and secure vehicles loaded with hazardous substances and carry out emergency procedures. The unit covers the legal requirements that apply to hazardous substances in general. Some trainees will gain additional skills regarding the transportation of specific hazardous substances in specialised driving units.

Advisory Group : Commercial Road Transport

Unit Standard 1777 * # Level 4** **Credit 3**

COMMERCIAL ROAD TRANSPORT SKILLS: Cost transport service

This unit is for trainees who hold management positions in the road transport industry. Trainees completing the unit will be able to calculate charge out rates for their transport service

Advisory Group : Commercial Road Transport

Unit Standard 1770 * # Level 4** **Credit 5**

COMMERCIAL ROAD TRANSPORT SKILLS: Demonstrate knowledge for the Transport Service Licence (Core)

This unit is for persons seeking a transport service licence under the Transport Services Licensing Act 1989 and amendments. Trainees completing the module will be able to pass the core module examination of the Certificate of Knowledge of Law and Practice issued by an agency approved by the Director of Land Transport Safety.

Advisory Group : Commercial Road Transport

Unit Standard 1771 * # Level 4** **Credit 5**

COMMERCIAL ROAD TRANSPORT SKILLS: Demonstrate knowledge for the Transport Service Licence (Goods Service)

This unit is for persons seeking a goods service licence under the Transport Services Licensing Act 1989 and amendments. Trainees completing the module will be able to pass the goods service module examination of the Certificate of Knowledge of Law and Practice issued by an agency approved by the Director of Land Transport Safety.

Advisory Group : Commercial Road Transport

Unit Standard 1772 * # Level 4** **Credit 5**

COMMERCIAL ROAD TRANSPORT SKILLS: Demonstrate knowledge for the Transport Service Licence (Large Passenger Service)

This unit is for persons seeking a large passenger service licence under the Transport Services Licensing Act 1989 and amendments. Trainees completing the module will be able to pass the large passenger service module examination of the Certificate of Knowledge of Law and Practice issued by an agency approved by the Director of Land Transport Safety.

Advisory Group : Commercial Road Transport

Unit Standard 1774 * # Level 4** **Credit 3**

COMMERCIAL ROAD TRANSPORT SKILLS: Demonstrate knowledge for the Transport Service Licence (Rental Service)

This unit is for persons seeking a rental service licence under the Transport Services Licensing Act 1989 and amendments. Trainees completing the module will be able to pass the rental service module examination of the Certificate of Knowledge of Law and Practice issued by an agency approved by the Director of Land Transport Safety.

Advisory Group : Commercial Road Transport

Unit Standard 1773 * # Level 4** **Credit 4**

COMMERCIAL ROAD TRANSPORT SKILLS: Demonstrate knowledge for the Transport Service Licence (Small Passenger Service)

This unit is for persons seeking a small passenger service licence under the Transport Services Licensing Act 1989 and amendments. Trainees completing the module will be able to pass the small passenger service module examination of the Certificate of Knowledge of Law and Practice issued by an agency approved by the Director of Land Transport Safety.

Advisory Group : Commercial Road Transport

Unit Standard 1775 * # Level 4** **Credit 3**

COMMERCIAL ROAD TRANSPORT SKILLS: Demonstrate knowledge for the Transport Service Licence (Vehicle Recovery Service)

This unit is for persons seeking a vehicle recovery service licence under the Transport Services Licensing Act 1989 and amendments. Trainees completing the module will be able to pass the vehicle recovery service module examination of the Certificate of Knowledge of Law and Practice issued by an agency approved by the Director of Land Transport Safety.

Advisory Group : Commercial Road Transport

Unit Standard 1734 * # Level 4** **Credit 3**

COMMERCIAL ROAD TRANSPORT SKILLS: Identify methods of managing health and stress as a land transport operator

This unit is for land transport operators, including drivers, despatchers and supervisors. Trainees completing the unit will be able to identify and implement strategies for maintaining their health and managing stress while carrying out their duties.

Advisory Group : Commercial Road Transport

Unit Standard 1732 * # Level 4** **Credit 2**

COMMERCIAL ROAD TRANSPORT SKILLS: Plan and navigate routes as a land transport operator

This unit is for the operators of goods, passenger and vehicle recovery vehicles which use other than scheduled or stipulated routes. The term loperatorl includes drivers, despatchers and supervisors. Trainees completing the unit will be able to determine destination and possible routes, select the most appropriate route and record route details.

Advisory Group : Commercial Road Transport

Unit Standard 1779 * # Level 5** **Credit 10**

COMMERCIAL ROAD TRANSPORT SKILLS: Despatch vehicles for transport service

This unit is for personnel despatching vehicles to meet a range of assignments in the road transport industry, and is applicable to both goods and passenger services. Trainees completing the unit will be able to assign drivers and vehicles to given tasks in order to obtain the most effective and efficient use of resources. Trainees will also be able to instruct drivers on requirements for loading, routing and unloading, and communicate work priorities.

Advisory Group : Commercial Road Transport

Unit Standard 1778 * # Level 5** **Credit 3**

COMMERCIAL ROAD TRANSPORT SKILLS: Select vehicles for use in transport service operations

This unit is for trainees who hold management positions in the road transport industry. Trainees completing the unit will be able to select vehicles for purchase or lease, based on a cost/benefit analysis of all relevant factors, such as intended use, capabilities, costs and legal requirements.

Advisory Group : Commercial Road Transport

Unit Standard 1780 * # Level 6** **Credit 13**

COMMERCIAL ROAD TRANSPORT SKILLS: Manage technical aspects of transport service operations

This unit is for trainees who hold management positions in the road transport industry. Trainees completing the unit will be able to plan, organise operations that relate directly to aspects of a commercial road transport service. Trainees will also be able to meet legal and contractual obligations, and ensure that transport operations meet standards of public responsibility.

Advisory Group : Commercial Road Transport

Unit Standard 1776 * # Level 6** **Credit 10**

COMMERCIAL ROAD TRANSPORT SKILLS: Manage the transportation of hazardous substances by road

This unit is for carriers of goods service vehicles carrying hazardous substances. Carriers are defined in the special note below. This unit applies to the carriage by road of all hazardous substances defined in NZS5433:1988, including flammable, explosive, poisonous, corrosive and radioactive materials. Trainees completing the module will be able to carry out all the requirements of NZS5433:1988 Code of Practice for the Transport of Hazardous Substances on Land for the carriage of hazardous substances, with the exception of actually loading, unloading and hauling the hazardous substances. (Refer to Unit 1739, Load, convey and unload hazardous substances by road transport).

Advisory Group : Commercial Road Transport

Unit Standard 1753 * # Level 2** **Credit 4**

GOODS SERVICE: Load and unload goods service vehicle

This unit is for drivers and other people engaged in loading and unloading road haulage vehicles. Trainees completing the unit will be able to identify load characteristics, load the vehicle, secure and protect the load, and unload the vehicle. The unit covers the requirements of the Truck Loading Code that apply to loaded goods in general. Some trainees will gain additional skills regarding the loading and unloading of specific goods in specialised driving units.

Advisory Group : Commercial Road Transport

Unit Standard 1754 * # Level 2** **Credit 1**

GOODS SERVICE: Operate truck-mounted load lifting equipment

This unit is for drivers and others engaged in loading and unloading road haulage vehicles which are fitted with truck-mounted loading equipment, such as swing lifts. Trainees completing the unit will be able to operate the loading equipment to manufacturerís specifications, and to meet the OSH Code of Practice.

Advisory Group : Commercial Road Transport

Unit Standard 1760 * # Level 3** **Credit 2**

GOODS SERVICE: Deliver base-course aggregates by truck

This unit is for commercial drivers transporting mixed base-course aggregates for road making by truck. Trainees completing the unit will be able to deliver base-course material to stockpile and spread aggregates for road building operations without segregating the mixed material.

Advisory Group : Commercial Road Transport

Unit Standard 1759 * # Level 3** **Credit 3**

GOODS SERVICE: Transport aggregates by truck

This unit is for commercial drivers transporting aggregates such as gravel, shingle and sand. Trainees completing the unit will be able to load, convey and unload aggregates. This unit does not apply to the transportation and delivery of base-course materials for roading (See Unit 1760, Deliver base-course aggregates by truck).

Advisory Group : Commercial Road Transport

Unit Standard 1755 * # Level 4** **Credit 15**

GOODS SERVICE: Drive prime mover with single or multiple trailers

This unit is for drivers of all heavy articulated vehicles: prime mover with semi-trailer, simple trailer or full trailer; B-trains; A-trains; and logging jinkers. Trainees completing the unit will be able to carry out all operations relating to the checking, driving, parking, and securing of heavy rigid vehicles, carry out accident and emergency procedures, meet statutory requirements including driving and duty hours and driverís logbook, and meet company requirements for delivery, route and documentation.

Advisory Group : Commercial Road Transport

Unit Standard 1769 * # Level 4** **Credit 8**

GOODS SERVICE: Operate an urgent courier service

This unit is for drivers of courier service vehicles, including motor cars, vans, cycles and motorcycles. Trainees completing the unit will be able to collect and deliver goods on behalf of customers or their employers, meeting all legal requirements, contractual obligations, and enterprise scheduling requirements.

Advisory Group : Commercial Road Transport

Unit Standard 1767 * # Level 4** **Credit 16**

GOODS SERVICE: Transport building structures by road

This unit is for drivers transporting houses and similar building structures by trailer, and covers the driverís responsibilities from pick-up to set-down. The unit does not include the preparation of the building structure itself. Trainees completing the unit will be able to complete preparations for the trip, convey the structure by road and unload it at its destination.

Advisory Group : Commercial Road Transport

Unit Standard 1758 * # Level 4** **Credit 3**

GOODS SERVICE: Transport bulk and bottled gases by road

This unit is for drivers of bulk road haulage vehicles carrying bulk and bottled gases, including hazardous gases and gases under pressure. Trainees completing the unit will be able to carry out the specialised vehicle preparation, loading and delivery tasks that relate to the transportation of gases. Trainees will be able to comply with all legal requirements.

Advisory Group : Commercial Road Transport

Unit Standard 1762 * # Level 4** **Credit 3**

GOODS SERVICE: Transport containerised cargo by road

This unit is for drivers of bulk road haulage vehicles carrying containerised cargo. Trainees completing the unit will be able to carry out the specialised vehicle preparation, loading and delivery tasks that relate to the transportation of containerised cargo. Trainees will also be able to monitor the performance of refrigeration units, and complete all required documentation.

Advisory Group : Commercial Road Transport

Unit Standard 1757 * # Level 4** **Credit 4**

GOODS SERVICE: Transport flammable liquids by road

This unit is for drivers of bulk road haulage vehicles carrying flammable liquids. Trainees completing the unit will be able to carry out the specialised vehicle preparation, loading and delivery tasks that relate to the transportation of flammable liquids.

Advisory Group : Commercial Road Transport

Unit Standard 1764 * # Level 4** **Credit 5**

GOODS SERVICE: Transport livestock by heavy motor vehicle

This unit is for drivers of road haulage vehicles carrying bulk livestock, including sheep, goats, cattle, pigs and deer. Trainees completing the unit will be able to carry out the specialised vehicle preparation, loading and delivery tasks that relate to the transportation of stock. Trainees will also be able to account for animal welfare and meet all legal obligations, and demonstrate knowledge of the requirements for drivers where the vehicle is being carried by sea, such as on the inter-island ferries.

Advisory Group : Commercial Road Transport

Unit Standard 1763 * # Level 4** **Credit 6**

GOODS SERVICE: Transport logs by heavy motor vehicle

This unit is for drivers of road haulage vehicles carrying logs. Trainees completing the unit will be able to safely drive and position their vehicle in forests, and meet the requirements of the Safety Code for Bush Undertakings that apply to drivers, including safety rules, loading, load securing and unloading.

Advisory Group : Commercial Road Transport

Unit Standard 1756 * # Level 4** **Credit 5**

GOODS SERVICE: Transport non-flammable liquids by road

This unit is for drivers of bulk road haulage vehicles carrying non-flammable liquids, such as milk, beer, wine, liquid sugar, water and effluent. Trainees completing the unit will be able to carry out the specialised vehicle preparation, loading and delivery or disposal tasks that relate to the transportation of non-hazardous liquids.

Advisory Group : Commercial Road Transport

Unit Standard 1766 * # Level 4** **Credit 15**

GOODS SERVICE: Transport overdimension or overweight loads by road

This unit is for drivers of loads that exceed maximum vehicle dimensions as described in Section 4.1 of Ministry of Transport Policy for Overdimension Permits 1987. Trainees completing the unit will be able to complete preparations for the trip, load and convey the load by road and unload it at its destination.

Advisory Group : Commercial Road Transport

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Unit Standard 1765 * # Level 4** **Credit 3**

GOODS SERVICE: Transport refrigerated cargo by road

This unit is for drivers of road haulage vehicles, with or without their own refrigeration units, that carry refrigerated cargo. Trainees completing the unit will be able to carry out the specialised vehicle preparation, loading and delivery tasks that relate to the transportation of refrigerated cargo, including the maintenance of hygiene and delivery of the cargo within specified temperature.

Advisory Group : Commercial Road Transport

Unit Standard 1761 * # Level 4** **Credit 3**

GOODS SERVICE: Transport vehicles by road transporter

This unit is for drivers of road haulage vehicles carrying vehicles. Trainees completing the unit will be able to load the transporter to meet the special requirements of the Truck Loading Code for motor vehicles, and deliver vehicles to customer requirements.

Advisory Group : Commercial Road Transport

Unit Standard 1768 * # Level 5** **Credit 6**

GOODS SERVICE: Pilot overweight and overdimension loads

This unit is for people acting as pilots for overweight and overdimension loads requiring pilotage to ensure public safety. Trainees completing the unit will be able to carry out all pilotís duties, and be able to act as front and rear pilots.

Advisory Group : Commercial Road Transport

Unit Standard 1750 * # Level 3** **Credit 3**

PASSENGER SERVICE: Foster effective passenger relations

This unit is for drivers of passenger service vehicles, including buses, coaches and taxis. Trainees completing the unit will be able to apply a range of quality service practices in order to develop appropriate and effective relationships with their passengers.

Advisory Group : Commercial Road Transport

Unit Standard 1749 * # Level 3** **Credit 3**

PASSENGER SERVICE: Protect personal safety while operating a passenger service vehicle

This unit is for drivers of passenger service vehicles, including buses, coaches and taxis, and is intended to reduce the risk to drivers from attack by passengers. Trainees completing the unit will be able to identify potentially dangerous situations, take measures to prevent emergencies and deal with emergencies if they occur.

Advisory Group : Commercial Road Transport

Unit Standard 1748 * # Level 3** **Credit 3**

PASSENGER SERVICE: Provide assistance to passengers with special needs

This unit is for drivers of passenger service vehicles, including buses, coaches and taxis. Trainees completing the unit will be able to offer appropriate assistance to frail and infirm passengers, to passengers with a range of the most frequently encountered disabilities, and to unaccompanied children travelling both alone and in groups.

Advisory Group : Commercial Road Transport

Unit Standard 1751 * # Level 4** **Credit 6**

PASSENGER SERVICE: Drive scheduled passenger route service

This unit is for drivers of scheduled passenger route service vehicles. Trainees completing the unit will be able to drive the vehicle with regard for passenger comfort and safety, maintain route schedules, manage financial arrangements with passengers, and meet all legal and employer requirements relating to passenger route service drivers.

Advisory Group : Commercial Road Transport

Unit Standard 1752 * # Level 4** **Credit 8**

PASSENGER SERVICE: Operate and maintain a taxi

This unit is for taxi drivers. Trainees completing the unit will be able to drive the taxi safely and in accordance with all applicable traffic rules and regulations, operate taximeter, radio and any other similar devices, maintain the taxi, maximise opportunities for hiring, manage financial arrangements with passengers, and meet all legal and employer requirements that apply to taxi drivers.

Advisory Group : Commercial Road Transport

Distribution

Unit Standard 402 **Level 2** **Credit 2**

RETAIL SALES: Demonstrate knowledge of the development of retailing in New Zealand

This unit is a theory based unit for learners entering or employed in the distribution industry. Learners completing the unit will be able to demonstrate knowledge of the development of, and structures within the distribution industry in New Zealand.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 406 **Level 2** **Credit 4**

RETAIL SALES: Maintain and take care of stock

This unit is for those entering or employed in the distribution industry. Learners completing the unit will be able to maintain and care for stock to reduce damage, wastage, shrinkage and theft.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 404 **Level 2** **Credit 2**

RETAIL SALES: Prepare, package and price stock for sale

This unit is for entry level learners to the distribution industry. Learners completing the unit will be able to price, code, label, wrap and package a range of goods including food products.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 411 **Level 3** **Credit 3**

RETAIL SALES: Operate a sales territory

This unit is for those employed in the distribution industry. Learners completing the unit will be able to set up and operate a sales territory.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 409 **Level 4** **Credit 3**

RETAIL SALES: Develop a merchandising plan and stock management system

This unit is for learners in supervisory and management positions in the distribution industry. Learners completing the unit will be able to develop a merchandising plan and stock management system.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 413 **Level 4** **Credit 3**

RETAIL SALES: Manage credit facilities

This unit is for those employed or seeking employment at supervisory level in the retail and distribution industry. Learners completing the unit will be able to control credit facilities and credit operating procedures.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 414 **Level 2** **Credit 2**

STOREKEEPING AND WAREHOUSING: Demonstrate knowledge of storekeeping and warehousing

This is a theory based unit for those entering or employed in the distribution industry. Learners completing the unit will be able to demonstrate knowledge of the principle functions of the warehouse and its role in the chain of distribution.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 418 **Level 3** **Credit 4**

STOREKEEPING AND WAREHOUSING: Control stock in the warehouse

This unit is for those employed or seeking employment at supervisory level in industries which use stock control systems. Learners completing the unit will be able to control stock, complete a stock take, and maintain stock security in the warehouse.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 415 **Level 3** **Credit 4**

STOREKEEPING AND WAREHOUSING: Maintain safety and quality control procedures in the warehouse

This unit is for those entering or employed at supervisory level in the distribution industry. Learners completing the unit will be able to maintain quality control and operate safely in the warehouse.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 416 **Level 3** **Credit 6**

STOREKEEPING AND WAREHOUSING: Perform warehouse operations

This unit is for those entering or employed in the distribution industry. Learners completing the unit will be able to receive, move, store, issue and despatch goods and complete all relevant documentation.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 417 **Level 4** **Credit 4**

STOREKEEPING AND WAREHOUSING: Supervise personnel, resources and operations in the warehouse

This unit is for those employed or seeking employment at supervisory level in the distribution industry. Learners completing the unit will be able to supervise the systems, operations and personnel in the warehouse.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 419 **Level 2** **Credit 3**

VISUAL MERCHANDISING: Create point of sale displays for retailers and service providers

This unit is for those entering or employed in the distribution and service industries. Learners completing the unit will be able to create point of sale displays.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 422 **Level 3** **Credit 3**

VISUAL MERCHANDISING: Create in-store displays for retailers and service providers

This unit is for those entering or employed in the distribution and service industries. Learners completing the unit will be able to design and install a display in any retail or service environment.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 421 **Level 3** **Credit 3**

VISUAL MERCHANDISING: Create tickets and showcards for retailers and service providers

This unit is for those entering or employed in the distribution and service industries. Learners completing the unit will be able to create tickets and showcards for merchandise displays.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 420 **Level 3** **Credit 3**

VISUAL MERCHANDISING: Create window displays for retailers and service providers

This unit is for those entering or employed in the distribution and service industries. Learners completing the unit will be able to design and set up a window display in any retail or service environment.

Advisory Group : Retail, Wholesale and Sales

Driving

Unit Standard 540 **Level 1** **Credit 3**

DRIVING: Obtain a learner licence (motor car)

This unit enables learners to gain credits on the New Zealand Qualifications Framework for obtaining a learner licence for a motor car (Class B Licence).

Advisory Group : Core Generic Skills

Unit Standard 539 **Level 1** **Credit 3**

DRIVING: Obtain a learner licence (motor cycle)

This unit enables learners to gain credits on the New Zealand Framework for obtaining a learner licence for a motorcycle (Class A Licence).

Advisory Group : Core Generic Skills

Unit Standard 538 **Level 1** **Credit 3**

DRIVING: Obtain a restricted licence (motor car)

This unit enables learners to gain credits on the new Zealand Qualifications Framework for obtaining a restricted licence to drive a motor car (Class B Licence).

Advisory Group : Core Generic Skills

Unit Standard 537 **Level 1** **Credit 3**

DRIVING: Obtain a restricted licence (motor cycle)

This unit enables learners to gain credits on the New Zealand Qualifications Framework for obtaining a restricted licence to drive a motorcycle (Class A Licence).

Advisory Group : Core Generic Skills

Hairdressing

Unit Standard 72 **Level 1** **Credit 2**

HAIRDRESSING: Apply treatments to the hair and scalp

This unit is for entry level learners in the Hairdressing Industry. Learners completing this unit will be able to apply hair and scalp treatments and carry out massage procedures. Most will go on to complete Unit Standard 81 Select Treatments for the Hair and Scalp.

Advisory Group : Hairdressing

Unit Standard 70 **Level 1** **Credit 2**

HAIRDRESSING: Identify and maintain the tools of trade

This unit is for entry level learners in the Hairdressing Industry. Learners completing this unit will be able to identify and maintain the tools of the Hairdressing Trade.

Advisory Group : Hairdressing

Unit Standard 71 **Level 1** **Credit 8**

HAIRDRESSING: Neutralise a permanent wave

This unit is for entry level learners in the Hairdressing Industry. Learners completing this unit will be able to neutralise a permanent wave. Most will go on to complete Unit Standard 86 Permanently Wave the Hair

Advisory Group : Hairdressing

Unit Standard 69 **Level 1** **Credit 4**

HAIRDRESSING: Shampoo the hair and scalp

This is a theory and practical based unit for entry level learners in the Hairdressing Industry. Learners completing the unit will be able to Shampoo the Hair and Scalp. This is a core component and leads on to all other units.

Advisory Group : Hairdressing

Unit Standard 73 **Level 2** **Credit 10**

HAIRDRESSING: Blow dry the hair into simple styles

This unit is for operators in the Hairdressing Industry wishing to have a basic knowledge of blow drying. Operators completing this unit will be able to blow dry in simple basic styles and scrunch dry the hair. Most will go to complete Unit Standard 82, Blow Dry the Hair for Complex Styles.

Advisory Group : Hairdressing

Unit Standard 76 **Level 2** **Credit 8**

HAIRDRESSING: Demonstrate knowledge of hairdressing trichology

This is a theory based unit for operators in the Hairdressing Industry wishing to gain knowledge of the hair structures and functions and the bones of the head. Students completing the unit will be able to apply this knowledge in analysing the hair and scalp, the correct application of chemicals used in hairdressing processes, and the design of hair styles. This unit leads on to all units dealing with styling or chemical applications.

Advisory Group : Hairdressing

Unit Standard 95 **Level 2** **Credit 2**

HAIRDRESSING: Demonstrate knowledge of the history of hair design

This is a theory based unit is for operators in the Hairdressing Industry wishing to gain knowledge of the history of hair design. Operators completing this unit will be able to demonstrate knowledge of hairdressing history and cultural styling.

Advisory Group : Hairdressing

Unit Standard 79 **Level 2** **Credit 1**

HAIRDRESSING: Dress long hair into simple styles

This unit is for operators in the Hairdressing Industry who wish to gain a basic knowledge of long hair maintenance and styling. Operators completing this unit will be able to maintain and dress long hair in simple styles (braiding). Most will go on to complete Unit Standard 84 Style Long Hair into a Variety of Complex Styles.

Advisory Group : Hairdressing

Unit Standard 75 **Level 2** **Credit 6**

HAIRDRESSING: Mould and finger wave the hair

This unit is for operators in the Hairdressing Industry who wish to gain knowledge in hair moulding and fingerwave techniques. Operators completing this unit will be able to mould and fingerwave the hair. This Unit leads on to Units 73, Blow Dry the Hair into Simple Styles, and 74, Setting the Hair for Simple Styles.

Advisory Group : Hairdressing

Unit Standard 78 **Level 2** **Credit 8**

HAIRDRESSING: Select and apply semipermanent hair colour

This unit is for operators in the Hairdressing Industry who have a basic knowledge of temporary hair colour and wish to extend their knowledge of colour. Students completing this unit will be able to select and apply a semipermanent colour to the hair. Most will go on to complete Unit Standard 87 Select and Apply Permanent Hair Colour.

Advisory Group : Hairdressing

Unit Standard 77 **Level 2** **Credit 1**

HAIRDRESSING: Select and apply temporary hair colour

This unit is for operators in the Hairdressing Industry who wish to gain a basic knowledge of hair colour. Students completing this unit will be able to select and apply temporary hair colour. Most will go on to complete Unit Standard 78 Select and Apply Semi-permanent Hair Colour.

Advisory Group : Hairdressing

Unit Standard 74 **Level 2** **Credit 10**

HAIRDRESSING: Set the hair for simple styles

This unit is for operators in the Hairdressing Industry wishing to gain a basic knowledge of hair setting. Operators completing this unit will be able to design a suitable style for the client and complete a basic set. Most will go on to complete Unit Standard 83 Setting the Hair for Complex Styles.

Advisory Group : Hairdressing

Unit Standard 82 **Level 3** **Credit 10**

HAIRDRESSING: Blow dry the hair for complex styles

This unit is for operators in the Hairdressing Industry who have a basic knowledge of blow drying and wish to extend their knowledge to directional blow drying. Operators completing this unit will be able to directionally blow wave and style the hair.

Advisory Group : Hairdressing

Unit Standard 92 **Level 3** **Credit 4**

HAIRDRESSING: Correct unwanted colour tones in the hair

This unit is for operators in the Hairdressing Industry who have knowledge of hair colour and wish to extend their colour knowledge to colour correction. Operators completing this unit will be able to identify and correct unwanted tones in the hair.

Advisory Group : Hairdressing

Unit Standard 90 **Level 3** **Credit 2**

HAIRDRESSING: Cut facial hair

This unit is for operators in the Hairdressing Industry wishing to gain knowledge in facial hair cutting. Operators completing this unit will be able to design beard shapes and cut facial hair.

Advisory Group : Hairdressing

Unit Standard 89 **Level 3** **Credit 20**

HAIRDRESSING: Cut the hair with a razor

This unit is for operators in the Hairdressing Industry who wish to gain knowledge on how to cut hair with a razor. Operators completing this unit will be able to razor cut the hair.

Advisory Group : Hairdressing

Unit Standard 88 **Level 3** **Credit 30**

HAIRDRESSING: Cut the hair with scissors and clippers

This unit is for operators in the Hairdressing Industry who wish to gain knowledge in cutting the hair with scissors and clippers. Operators completing this unit will be able to design and cut the hair into a suitable style. Most will go on to complete Unit Standard 89 Cut the hair with a Razor.

Advisory Group : Hairdressing

Unit Standard 84 **Level 3** **Credit 8**

HAIRDRESSING: Dress long hair into a variety of complex styles

This unit is for operators in the Hairdressing Industry who have a basic knowledge and wish to extend their knowledge of long hair maintenance and styling. Operators completing this unit will be able to style long hair in a variety of complex styles.

Advisory Group : Hairdressing

Unit Standard 85 **Level 3** **Credit 4**

HAIRDRESSING: Identify diseases and disorders of the hair and scalp

This unit is for operators in the Hairdressing Industry wishing to gain knowledge in hair and scalp disorders. Operators completing this unit will be able to recognise and in specified cases treat hair and scalp diseases and disorders.

Advisory Group : Hairdressing

Unit Standard 86 **Level 3** **Credit 12**

HAIRDRESSING: Permanently wave the hair

This unit is for operators in the Hairdressing Industry who have knowledge of neutralising and wish to extend their knowledge to permanent waving. Operators completing this unit will be able to permanently wave the hair. This unit leads on to permanent wave relaxing and permanent hair straightening.

Advisory Group : Hairdressing

Unit Standard 91 **Level 3** **Credit 1**

HAIRDRESSING: Relax a permanent wave

This unit is for operators in the Hairdressing Industry who have knowledge of permanent waving and wish to extend their knowledge to permanent wave relaxing. Operators completing this unit will be able to relax a permanent wave. This unit leads on to Unit Standard 94 Straighten the Hair Permanently.

Advisory Group : Hairdressing

Unit Standard 80 **Level 3** **Credit 4**

HAIRDRESSING: Remove unwanted additives from the hair

This unit is for operators in the Hairdressing Industry who wish to gain knowledge of how to remove unwanted additives from the hair. Operators completing this unit will be able to identify and remove unwanted additives from the hair.

Advisory Group : Hairdressing

Unit Standard 87 **Level 3** **Credit 12**

HAIRDRESSING: Select and apply permanent hair colour

This unit is for operators in the Hairdressing Industry who have a knowledge of temporary and semipermanent colour and wish to extend their knowledge of colouring. Operators completing this unit will be able to select, mix and apply permanent hair colour. Most will go on to complete Unit Standard 93 Bleach and Tone the Hair.

Advisory Group : Hairdressing

Unit Standard 81 **Level 3** **Credit 1**

HAIRDRESSING: Select treatments for the hair and scalp

This unit is for operators in the Hairdressing Industry who wish to gain a basic knowledge of how to apply conditioning treatments and wish to increase their knowledge to selection of conditioning treatments. Operators completing this unit will be able to correctly analyse the condition and select conditioning treatments for the hair and scalp.

Advisory Group : Hairdressing

Unit Standard 83 **Level 3** **Credit 10**

HAIRDRESSING: Set the hair for complex styles

This unit is for operators in the Hairdressing who have a basic knowledge and wish to extend their knowledge of hair setting. Operators completing this unit will be able to determine a suitable style for the client and directionally set the hair.

Advisory Group : Hairdressing

Unit Standard 93 **Level 4** **Credit 20**

HAIRDRESSING: Bleach and tone the hair

This unit is for operators in the Hairdressing Industry who have a knowledge of hair colour and wish to extend their knowledge to bleaching and toning. Operators completing this unit will be able to bleach and tone the hair.

Advisory Group : Hairdressing

Unit Standard 94 **Level 4** **Credit 8**

HAIRDRESSING: Straighten the hair permanently

This is for operators in the Hairdressing Industry who have knowledge of permanent hair waving and wish to extend their knowledge to permanently straightening naturally curly hair. Operators completing this unit will be able to chemically straighten naturally curly or wavy hair.

Advisory Group : Hairdressing

Unit Standard 96 **Level 4** **Credit 8**

HAIRDRESSING: Style wigs and hairpieces

This unit is for operators in the Hairdressing Industry wishing to gain a basic knowledge of wigs and hairpieces. Operators completing this unit will be able to clean, style and fit wigs and hairpieces.

Advisory Group : Hairdressing

Service Sector Skills

Unit Standard 403 **Level 2** **Credit 3**

SELLING SKILLS: Handle payments and sales documentation

This unit is for entry level learners whose work will involve sales and payments processing. Learners completing the unit will be able to process payments and documentation for different types of sales.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 405 **Level 2** **Credit 3**

SERVICE SECTOR SKILLS: Demonstrate knowledge of consumerism

This is a theory based unit for those employed or seeking employment in the distribution and service industries. Learners completing the unit will be able to demonstrate a general knowledge of the development of consumerism and the legal and ethical responsibilities to the consumer.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 412 **Level 3** **Credit 3**

SERVICE SECTOR SKILLS: Operate as a company representative and/or consultant

This unit is for those employed in the distribution and service industries. Learners completing the unit will be able to operate as a sales representative and/or consultant.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 408 **Level 4** **Credit 3**

SERVICE SECTOR SKILLS: Comply with legislation for the distribution and service industries

This unit is for learners entering or employed in supervisory positions in the distribution and service industries. Learners completing the unit will be able to interpret and comply with legislation relating to the distribution and service sector.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 410 **Level 4** **Credit 3**

SERVICE SECTOR SKILLS: Develop a plan for the location and layout of a store or business

This unit is for those employed in the distribution industry at supervisory or managerial level, or for those intending to establish a small business. Learners completing the unit will be able to develop a plan for the layout and siting of a store or business.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 407 **Level 4** **Credit 3**

SERVICE SECTOR SKILLS: Perform business calculations for retailers and service providers

This unit is for learners in supervisory and management positions in the distribution and service industries. Learners completing the unit will be able to cost and price goods/ services, calculate a stock turn, obtain, interpret and apply statistical sales data and present statistical information graphically.

Advisory Group : Retail, Wholesale and Sales

Unit Standard 66 **Level 3** **Credit 4**

SALES PROMOTION: Prepare sales promotion material

This unit is for learners in industries which prepare their own sales promotion material. Learners completing the unit will be able to produce a final draft for a leaflet or brochure containing text and artwork roughs to a given budget.

Advisory Group : Service Sector Core

Unit Standard 63 **Level 3** **Credit 3**

SALES PROMOTION: Promote goods and services on the telephone

This unit is for learners working or intending to work in sales or promotion of goods or services. Learners completing the unit will be able to apply sales and communication techniques to the promotion of products, services, persons or organisations over the telephone.

Advisory Group : Service Sector Core

Unit Standard 68 **Level 4** **Credit 4**

SALES PROMOTION: Plan public relations programmes

This unit is for learners involved in industries which develop their own public relations programmes. Learners completing the unit will be able to demonstrate public relations skills appropriate for the public, trade and media.

Advisory Group : Service Sector Core

Unit Standard 65 **Level 4** **Credit 4**

SALES PROMOTION: Produce promotional presentations

This unit is for learners in industries which promote their products and services. Learners completing the unit will be able to plan, implement, co-ordinate and evaluate promotional presentations.

Advisory Group : Service Sector Core

Unit Standard 67 **Level 4** **Credit 4**

SALES PROMOTION: Produce sales promotion material

This unit is for learners in industries which produce their own sales promotion material. Learners completing the unit will be able to target, cost and produce a brochure or leaflet which promotes products and/or services.

Advisory Group : Service Sector Core

Unit Standard 58 **Level 2** **Credit 2**

SELLING SKILLS: Complete a simple sales transaction

This unit is for learners entering the service industry. Learners completing the unit will be able to follow the steps of a planned sale to complete a simple sales transaction.

Advisory Group : Service Sector Core

Unit Standard 60 **Level 3** **Credit 3**

SELLING SKILLS: Complete a complex sales transaction

This unit is for learners entering or employed in the service sector who wish to further develop their selling skills. Learners completing the unit will be able to demonstrate selling techniques in the sale of tangible goods and services.

Advisory Group : Service Sector Core

Unit Standard 59 **Level 3** **Credit 3**

SELLING SKILLS: Sell goods and services

This unit is for learners entering or employed in the service sector and builds on selling skills introduced in Unit 58, Complete a simple sales transaction. Learners completing the unit will be able to apply the steps of a sale to sell goods and services.

Advisory Group : Service Sector Core

Unit Standard 379 **Level 3** **Credit 3**

SELLING SKILLS: Sell on the telephone

This unit is for learners entering or employed in industries which involve telephone sales. Learners completing the unit will be able to respond effectively to customer enquiries and adapt sales techniques to sell goods and services over the telephone.

Advisory Group : Service Sector Core

Unit Standard 61 **Level 4** **Credit 3**

SELLING SKILLS: Sell goods and services on a consultancy basis

This unit is for learners entering or employed in the service industry who wish to develop a high level of sales expertise. Learners completing the unit will be able to establish a client base and sell tangible and/or intangible goods and services to clients.

Advisory Group : Service Sector Core

Unit Standard 56 **Level 1** **Credit 2**

SERVICE SECTOR SKILLS: Attend to customer enquiries

This unit is for entry level learners to industries where customer contact skills are required and for the service sector in particular. Learners completing the unit will be able to provide customer service at an introductory level by greeting customers, responding to requests, referring complaints to experienced staff, and responding to telephone enquires.

Advisory Group : Service Sector Core

Unit Standard 64 **Level 1** **Credit 2**

SERVICE SECTOR SKILLS: Perform calculations for the workplace

This unit is for entry level learners to the workplace or for those needing to improve their calculation skills. Learners completing the unit will be able to complete calculations relevant to their occupation.

Advisory Group : Service Sector Core

Unit Standard 62 **Level 2** **Credit 2**

SERVICE SECTOR SKILLS: Maintain personal presentation for the workplace

This unit is for those working and intending to work in positions involving customer contact. Learners completing the unit will be able to maintain a level of personal presentation and grooming appropriate to the workplace.

Advisory Group : Service Sector Core

Unit Standard 57 **Level 2** **Credit 2**

SERVICE SECTOR SKILLS: Provide customer service

This unit is for learners entering or employed in the service sector who wish to build their customer service skills. Learners completing the unit will be able to offer customer service at an intermediate level by anticipating customer needs, demonstrating knowledge of service being offered and handling customer complaints.

Advisory Group : Service Sector Core

Unit Standard 378 **Level 2** **Credit 2**

SERVICE SECTOR SKILLS: Provide customer service for international visitors

This unit is for learners entering or employed in the service sector. Learners completing the unit will be able to identify major visitor groups and emerging tourism markets and the service expectations of each group and demonstrate strategies to meet the differing expectations.

Advisory Group : Service Sector Core

Unit Standard 377 **Level 2** **Credit 2**

SERVICE SECTOR SKILLS: Work with diverse groups in the workplace

This unit is for learners entering the workforce and for those in employment. Learners completing the unit will be able to identify diverse social and cultural groups within the workplace, the major commonalties and differences of each group and identify the contribution each makes to an effective work team.

Advisory Group : Service Sector Core

Unit Standard 376 **Level 3** **Credit 2**

SERVICE SECTOR SKILLS: Employ customer service techniques for differing service expectations

This unit is for learners entering or employed in the service sector who wish to develop a high level of customer service skills. Learners completing the unit will be able to offer customer service at an advanced level by applying a range of service strategies to meet competency in relation to customer and employer expectations.

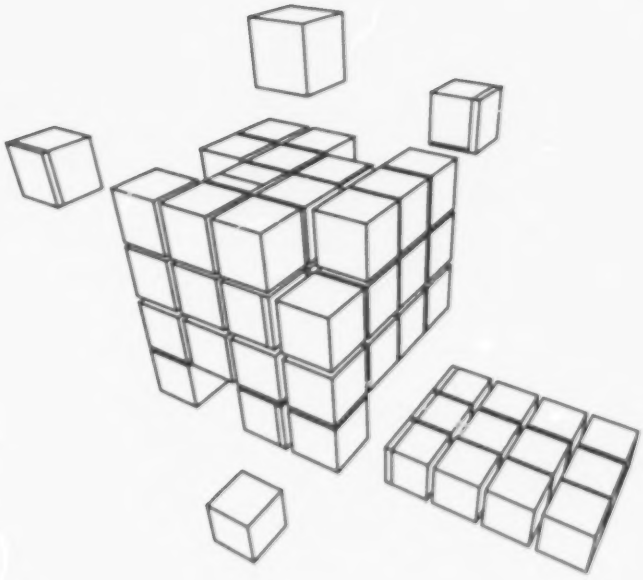
Advisory Group : Service Sector Core

STANDARDS-SETTERS

for the

National Qualifications Framework

To April 1994



Please note:

The following contacts for the standard-setting bodies relate to unit standards in this catalogue. For information on other standard-setters, contact the Qualifications Authority.

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Monier Tiles
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AUCKLAND

Core Construction (Carpentry)
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